

Beecher Road School
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September 13, 2017

Dear Beecher Families,

The safety and privacy of our students is of utmost importance to us, and we therefore want to provide you with comprehensive information regarding "directory information" as defined by Board of Education policies, and its relationship to the PTO Directory.

You have received a *Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information*, which describes information that has been designated by the Board of Education as "directory information," as well as your rights under the law with regard to "directory information." Information designated as "directory information" is generally not considered harmful or an invasion of privacy if released, and may be disclosed to outside organizations – such as the PTO – without prior written parental consent. This *Notice* also includes a ***Directory Information Exclusion Form*** that you may fill out and return to school by **September 20, 2017** if you do not want your child's or children's "directory information" disclosed to third parties (PTO) without prior written consent.

Beecher Road School benefits from a very involved PTO, which typically produces a Directory of student, teacher, and school information each year. The PTO Directory is not a school publication, but rather is a publication of the PTO. The District provides the PTO with student information that has been designated as "directory information" by Board of Education policies, unless the student's parent or guardian has informed the District that they do not wish "directory information" to be disclosed without prior consent.

Please be advised that if the school does not receive an exclusion form for your child or children by **September 20, 2017**, your child's or children's "directory information" may be disclosed to third parties (PTO) if the administration determines that such disclosure is in the educational interest of the District, and is consistent with the District's obligations under state and federal law.

Please do not hesitate to contact the school with any questions or concerns regarding "directory information" or other issues regarding your student's privacy.

Gina M. Prisco

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Attachments

Beecher Road School is a caring, creative community that models and inspires the joy of life-long learning, embraces diversity, and celebrates the unique qualities of each person.