

Dublin Unified School District

Family Educational Rights and Privacy Act (FERPA) Annual Notice for Disclosure of School Directory Information

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program, showing your child's role in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation programs
- sports statistics listed in programs, such as football which may include height and weight of team members
- school or district Web site

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Out-side organizations include but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- class ring manufacturers
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena.

The school district has designated the following as Directory Information:

Student name	Degrees, honors, and awards received	Major field of study	Grade level
Address	Most recent educational agency or institution attended	Dates of attendance	
Telephone number	Participation in school-sponsored activities and sports	Photograph	
E-mail address	Weight and height of members of athletic teams	Date and place of birth	

If you do not want our school or district to disclose Directory Information about your student without your prior written consent, you must complete "**Parent Request for Nondisclosure of School Directory Information**" within thirty days of receipt.

FAILURE TO RETURN THE "Parent Request for Nondisclosure of School Directory Information" FORM TO THE DISTRICT WITHIN THIRTY DAYS WILL BE INTERPRETED BY THE DISTRICT AS PERMISSION TO RELEASE ANY AND ALL SCHOOL DIRECTORY INFORMATION REGARDING THE STUDENT WITHOUT LIMITATION.

We ask that you complete one form for each student and return the form(s) to your student's school.

Please print, complete and bring to Fall Check-In

All Students,
Grades K-12

Dublin Unified School District

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Notice for Nondisclosure of School Directory Information**

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Name of Student: _____ Student ID #: _____

School: _____

Name of Parent: _____ Date: _____

Use a separate form for each child you are requesting nondisclosure of School Directory Information. **If applicable, please return this form to your student(s) school at Fall Check-In.**

PARENT: ONLY complete and return this entire form IF you DO NOT give your consent for release of School Directory Information. Use a separate form for each child and return it to their school.

I do not want my student's Directory Information (examples: yearbook, sports stats, school event programs) disclosed and request the following:

Preferred method to communicate with parent: telephone # _____
 cell work home

email _____

Signature of Parent/Guardian: _____

Address: _____

City: _____

(Please print clearly)