



NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that BSTA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, BSTA may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow BSTA to include this type of information from your child's education records in certain school publications.

Examples include:

- a playbill, showing your student's role in a drama production
- the annual yearbook and/or video yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want BSTA to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by August 29 of this school year. A directory restriction form is included below.

I,

- DO NOT GIVE** permission to BSTA to use my student's name, photography, school work or video image in school publications, video presentations or on the Web site.
- DO NOT GIVE** permission to BSTA to release information concerning school clubs, activities or sports my student participates in.
- DO NOT GIVE** permission to BSTA to release information concerning my student's perspective graduation date, degrees received, awards or honors presented or dates of attendance.
- DO NOT GIVE** permission to BSTA to supervise the news media in the photography, filming, or interviewing of my child for the purpose of news articles, television news or radio programs.
- DO NOT GIVE** permission to BSTA to request information from the most recent educational agency or institution attended.
- DO NOT GIVE** permission to BSTA to include my student's name, address and phone number as well as my name and email address in the student directory, PTO phone tree, carpool information form or other contact lists.

Name of Student

Parent Signature

Date