

Adopted: 6/21/12

**PRAIRIE CREEK COMMUNITY SCHOOL POLICY
REGARDING DIRECTORY INFORMATION**

Family Educational Rights and Privacy Act (FERPA)

POLICY PURPOSE

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Prairie Creek Community School (PCCS), with certain exceptions, must obtain a parent's written consent prior to the disclosure of personally identifiable information from a child's education records. However, PCCS may disclose appropriately designated "directory information" without written consent, unless parents have advised PCCS to the contrary in accordance with PCCS procedures. The purpose of this policy is to designate the type of information considered by the PCCS Board to be "directory information" under state and federal law.

I. DESIGNATION OF DIRECTORY INFORMATION. PCCS has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Title of class
- Parent(s) name
- Parent(s) email address

II. RELEASE OF DIRECTORY INFORMATION TO OUTSIDE ORGANIZATIONS.

- A. Directory information may 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.
- B. Upon request, PCCS will provide military recruiters, upon request with names, addresses and telephone listings, unless parents have advised PCCS that they do not want their student's information disclosed without their prior written consent.¹

III. NOTIFICATION OF OBJECTION TO DIRECTORY INFORMATION DESIGNATION.

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If a parent does not want PCCS to disclose directory information from child's education records without prior written consent, parents must notify PCCS in writing by September 20th of the current school year.