



INSTILLING ACCOUNTABILITY, RESPONSIBILITY, & RESPECT.

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## **Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information**

### Directory information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that C.S. Lewis Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, C.S. Lewis Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the C.S. Lewis Academy to the contrary in accordance with C.S. Lewis Academy procedures.

### Purpose of directory information

The primary purpose of directory information is to allow C.S. Lewis Academy to include 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;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity.

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.

### **Opting out**

If you do not want C.S. Lewis Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify C.S. Lewis Academy in writing within 30 day before notify.

## **What information is designated directory information?**

C.S. Lewis Academy has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.