



Nondisclosure of directory information

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

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height

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.

Declaration to withhold directory information

Dear Parent or Guardian:

If you do not want Tahoma School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by using this form. Please return the completed form to the school office.

Do not release my student's directory information to the following unless you have obtained my permission:

- Military recruiters
- College or university recruiters
- School district publications
- Anyone

Student's name (print): _____

Student signature (if age 18): _____

Parent/guardian signature: _____

Parent/guardian name (print): _____

Date: _____