

**TENNESSEE DEPARTMENT OF EDUCATION  
 CAMPBELL COUNTY BOARD OF EDUCATION  
 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
 ANNUAL NOTICE FOR DISCLOSURE OF SCHOOL DIRECTORY INFORMATION**

Dear Parent/Guardian:

The Family Education Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain written permission before releasing personal information from your child's educational or school records.

However, the school may release some student information without written permission when the information is termed "Directory Information", unless you have told the district otherwise in agreement with district procedures.

The common 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. Some examples of these publications are:

- a playbill or program, showing your child's name in a school play or production
- an annual yearbook
- honor roll or other recognition lists in school or local newspapers
- graduation programs
- sports statistics listed in programs, such as athletic programs may include height and weight of team members
- school or district website

Directory information can also be given to outside organizations with parent's prior written permission. These organizations include, but are not limited to:

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

The school district has designated the following as Directory Information:

Student name	Degrees, honors and awards received	major field of study
Address	most recent educational agency or institution attended	dates of attendance
Telephone number	participation in school-sponsored activities and sports	photograph
email address	weight and height of members of athletic teams	grade level
date and place of birth		

Two (2) federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories – names, addresses, and telephone listings – unless parents have notified the district that they do not want their child's information disclosed without prior permission.

If you **DO NOT** want the district to disclose Directory Information about your child without your prior written permission you must notify the district in writing by \_\_\_\_\_. Please complete the lower portion of this form and return the entire form to your child's school only **IF** you **DO NOT** want child's directory information disclosed.

Parent/Guardian: **ONLY** complete and return this **entire** form **IF** you **DO NOT** give your permission for release of School Directory Information. **PLEASE USE A SEPARATE FORM FOR EACH CHILD AND RETURN IT TO THEIR SCHOOL.**

I **DO NOT** want my child's Directory Information disclosed and request **one** of the following:

- Do Not** release my student's directory information at any time.
- Do Not** release my student's directory information without prior written permission.

Name of Student: \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_