

Dear Parent/Guardian,

The federal Family Educational Rights and Privacy Act of 1974 permits the school district to release certain information known as "directory information" to certain people or institutions *unless you request in writing* that such information not be released.

In many cases, a request for this type of information comes from the news media or the armed forces for recruiting purposes. "Directory information" may include:

- Student name, address, and telephone number
- Date and place of birth
- Participation in official recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- The most recent educational agency of institution attended by the student
- Photographs or other similar information

We will not release any "directory information" for commercial or other purposes not related to school business.

If you do not wish for us to release "directory information", please complete and return the below form to school as soon as possible. Otherwise it is not necessary to take any action.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA by writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

If you have any questions about this notification, please call us at 740-725-5400.



**20__-20__ SCHOOL YEAR
"DIRECTORY INFORMATION" INSTRUCTIONS**

PLEASE RETURN ONE FORM FOR EACH CHILD

 DO NOT release "directory information" on my child

 YES, YOU MAY release "directory information" on my child

Child's Name

Parent/Guardian Signature

Date

Return this form to the main school office.