

# Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District of Lee County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. The School District of Lee County may disclose appropriately designated directory information only if you have given consent on the following page. The primary purpose for the release of directory information is to allow the School District of Lee County to include your child's information 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 sheets, such as for wrestling, showing weight and height of team members.

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 that have legitimate business with the School District if you have provided consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks and others that are conducting direct, student related business with the school district.

In addition, two federal laws require the School District of Lee County to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want the School District of Lee County to disclose directory information from your child's education records, you must indicate that choice on the following page, sign this form and return it to your child's school within ten days. The following has been designated by FERPA 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
- Weight and height of members of athletic teams
- 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 that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

# COMPLETE ALL SECTIONS—SIGN—RETURN TO SCHOOL

## Directory Information

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_

### SECTION A

#### Please Check One Box

(If no choice, default is: you may release information)

- You may release "Directory Information" regarding my child in certain school publications and to companies with legitimate school district business; such as yearbook publication, school pictures, class rings and news media announcements, etc.; as described on the previous page. The District does not give Directory Information to any business except those that take school pictures, publish yearbooks, or engage in direct student-related business or media announcements with the school and/or district. Permission is also given for my child to take part in anonymous surveys involving the use of tobacco, alcohol and other drugs.
- I do not want my child's "Directory Information" released

### SECTION B

#### Please Check the Boxes that Apply

- I do not want my high school child's name, address and telephone number released to military recruiters.
- I do not want my high school child's name, address and telephone number released to institutions of higher learning.

### SECTION C

#### Student

I certify that I have reviewed a copy of the *Code of Conduct for Students Grades 6 – 12* and received an adequate period of instruction concerning the reason for, and importance of, the document.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

#### Parent

I am the parent/legal guardian of the above named student. I have had an opportunity to read the *Code of Conduct for Students Grades 6 – 12* available on-line at [leeschools.net](http://leeschools.net) or on the *Lee Schools Branded App* and have discussed it with my child. My intention regarding the release of my child's "Directory Information" is indicated above.

\_\_\_\_\_  
*Parent/Legal Guardian Signature*

\_\_\_\_\_  
*Date*

*Please indicate which statement below applies to your home:*

- My student has access to internet in the home.
- My student does not have access to internet in the home.

I DO NOT have access to the internet; please provide me with a hard copy of the *Code of Conduct for Students* in the following language:  **English**  **Spanish**  **Creole**