

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

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires Clover Garden School, Inc., with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Clover Garden School, Inc. may disclose appropriately designated "directory information" without written consent, unless you have advised the Clover Garden School, Inc. to the contrary in accordance with Clover Garden School, Inc. procedures. The primary purpose of directory information is to allow the Clover Garden School, Inc. to include information from your child's education records in certain school publications. Examples include but are not limited to:

- 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.

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, as amended (ESEA) to provide military recruiters, upon request, with the following information – 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.

If you do not want Clover Garden School, Inc. to disclose directory information from your child's education records without your prior written consent, you must notify the Clover Garden School, Inc. in writing by November 30, 2018.