

# WEST CHESTER AREA SCHOOL DISTRICT

No. 216AG1

ADMINISTRATIVE GUIDELINE  
APPROVED: August 22, 2016  
REVISED: September 15, 2016

## 216AG1 FAMILY EDUCATIONAL RECORDS PRIVACY ACT (FERPA) FREQUENTLY ASKED QUESTIONS

The purpose of FERPA is to protect the privacy of student records. The law also assures that educational records which are vital to the appropriate education of a child are accessible to the school professionals working with that child. Detailed information on FERPA may be found in the Student Records portion of the district's *Discipline & Records Policy* mailed to parents at the start of each school year.

***FERPA states that the school district can release "directory information" without parental consent. Why would the district release my child's name, address or other information and who would this information be released to?***  
The school district is not in the practice of releasing information easily or to anyone who asks. At times, however, the district may be asked for lists of student names, birthdates or other information by athletic leagues or companies publishing directories such as *Who's Who Among American High School Students*. District schools also publish student school directories or yearbooks. District staff members and/or local media representatives may capture images of students involved in school activities. These images may be used in district publications, district web sites, district social media, or printed in local media publications where the students may be identified by name and school.

***If I decide to notify my child's school that I "do not" want directory information on my child released, how will my child be impacted?***

If you indicate below that you "**do not**" grant permission for "directory information" to be released in any format, your child's name and/or image will not appear in the school's yearbook or any published school or classroom directory. By checking "**do not**," should your child be involved in athletics, theatrical or musical productions, or other school-related activities that receive media coverage, his/her name and picture will not be published.

***If I want to change my child's permission status, what do I do?***

If you decide to revise the information you check below, you must notify your child's school principal in writing. This permission form will accompany the district's *Discipline & Records Policy* which is mailed to you at the start of each school year.

***If I fail to return the form below, what direction will the district take?***

In the event that the form is not returned, the district will assume that you have given permission to release your child's "directory information".

**Please return this form to your student's school if you DO NOT want your child's picture/image to be published as described.** Changes to this form must be in writing to your child's school office.

**STUDENT NAME:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

\_\_\_\_\_ I DO NOT grant permission for "directory information" as described in the FERPA Notice be released in any format. I understand that by withholding permission my child's name, image, or other "directory information" will not be published in district publications, district web sites, district social media, or printed in local media publications, yearbooks, student directories, newspapers, etc.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_