



THE EARLY LIGHT ACADEMY

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Early Light Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Early Light Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow Early Light Academy to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production;
- the annual yearbook and/or video 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 without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - 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 Early Light Academy to disclose directory information from your child's education records without your prior written consent, you must submit this form by August 24th. The following information is directory information:

- Student's name
- Participation in officially recognized activities and sports
- Physical or electronic address
- Telephone
- Weight and height of members of athletic teams
- Photograph and video images
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

Signing below is a confirmation to NOT allow the release of directory information. You realize this will exclude your child from yearbooks, graduation programs, etc.

Parent/Guardian Signature

Date

Student's Names

Grades
