

*If you do not object to the release of this information you **DO NOT** have to complete this form. Use this form **ONLY** if you wish to restrict the release of directory information.*

ANNUAL NOTICE TO PARENTS AND GUARDIANS - STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, requires that the School District of Greenville County ("District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "**directory information**" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The District has designated the following information as "directory information":

- student's name
- school
- participation in recognized activities and sports
- weight and height of members of athletic teams
- degrees, honors, and awards received
- dates of enrollment
- grade level
- photographs and videotape of students participating in District and/or school events

The primary purpose of directory information is to allow the District to include this type of information from your child's education records in school publications. Examples of such uses include: a playbill showing your student's role in a drama production, yearbook, honor roll or other recognition list, graduation programs, and sports activity sheets and rosters, newsletters, school and District web site, newspaper articles, as well as television and radio broadcasts.

In addition, directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be released 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.

Also, two federal laws require school districts to provide military recruiters and institutions of higher education, upon request, with three directory information categories - high school students' names, addresses, and telephone listings - unless parents have advised the school that they do not want their child's information disclosed without prior written consent.

If you do not want your child's directory information released, you must complete and return this form to your child's school by _____. If you do not return this form, you are authorizing the District to release or use such information as appropriate.

We, the parent(s)/guardian(s) and student or - I, the student (if 18 years of age or older), hereby, request that the School District of Greenville County not release ANY directory information. This means that no directory information about this student will be released to military recruiters, to nonprofit organizations, or to television or radio broadcasts, or be put in district or school promotional pieces, including but not limited to, the district or school Web site, school annuals or yearbooks, brochures, honor roll or other recognition lists, newsletters, playbills, programs (including graduation and athletic programs), television shows, videotapes, etc.

School name

Student's full name (print)

Student's home telephone number and full address

Parent/guardian's full name (print)

Parent/guardian's or student's signature (if 18 years of age)

Date parent/guardian or student signed (if 18 years of age or older)