

DIRECTORY INFORMATION NOTICE AND "OPT-OUT" FORM FOR THE NATIONAL STUDENT CLEARINGHOUSE



A Federal law called the Family Educational Rights and Privacy Act ("FERPA") prohibits Greenville County Schools (GCS) from releasing personally identifiable information contained in a student's educational record without the consent of the parent (if the student is under the age of 18) or of the eligible student (if the student is over the age of 18). However, an exception in FERPA allows GCS to designate certain types of personal information about students as "Directory Information" and to release it, unless you have specifically instructed GCS not to do so, in accordance with the procedures set forth below. "Directory information" is defined in FERPA as information that is generally not considered harmful or an invasion of privacy if released. For this purpose exclusively, it includes name of student and date of birth as well as other categories of information that are not the subject of this notice.

Effective May 2012, GCS designates name of student and date of birth as "Limited Directory Information" for purposes described below.

National Student Clearinghouse

The National Student Clearinghouse (the "NSC") is a non-profit organization that will provide college enrollment and graduation information to Greenville County Schools (GCS). This information will help schools understand and improve students' college readiness and success, and will be used by GCS for research purposes. **GCS designates student names and dates of birth of graduating students as directory information for the limited purpose of disclosing this information to the NSC.** The NSC, in turn, will give GCS information on GCS students who enrolled in a higher educational institution. This information includes where the student entered college, the state where the college is located, dates enrolled, graduation date (if applicable) and degree earned (if applicable). All collected information will remain confidential and will be retained for a period of five (5) years. At the end of the five (5) year period, all collected information will be disposed per the requirements outlined in the Archives and Records Management Division of the State Archives.

If you wish to stop GCS from releasing directory information as described in this notice, you must complete the "opt-out" form below and submit it to the guidance counselor of your (or your child's) school prior to graduation. If you do not wish to "opt-out", there is no need for you to complete "opt-out" form or to take further action. You must submit one "opt-out" form for each student. Under FERPA, students age 18 or above have the right to prohibit release of directory information, and completion of the "opt-out" form by a parent or guardian will be ineffective. Any request you make to prohibit release of directory information with respect to designations below will remain in effect for a particular "opt-out" unless you specifically revoke it. If you later wish to revoke an "opt-out", you must do so in writing to the principal of your (or your child's) school.

Please complete and sign below if you wish to "opt-out" of release of information to the NSC. If you do not wish to "opt-out", there is no need for you to take further action.

I am the student listed below, and am age 18 or over. I do NOT want my name and date of birth released to the National Student Clearinghouse.

Print Name: _____ Signature: _____

I am the parent or guardian of the student listed below, who is under age 18. I do NOT want my child's name, and date of birth released to the National Student Clearinghouse.

Print Student's Name: _____ Signature: _____