

**STUDENT RECORDS - NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) requires that the school district, with certain exceptions, obtain written consent from a student's parent or guardian prior to the disclosure of personally identifiable information from a student's education records. However, the district may disclose appropriately designated "Publication Information" without written consent, unless a student's parent/guardian has advised the district to the contrary in accordance with district procedures. The primary purpose of Publication Information is to allow the district to include pertinent information about a student in certain school publications and press releases. Examples of Publication Information include but are not limited to:

1. A playbill, listing student's name and role in a dramatic production or musical performance;
2. The Annual Yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs;
5. Sporting Programs which disclose grade, height and weight of team members.
6. Stats records to news outlets.

Student "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, federal law requires local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with directory information including names, addresses and telephone listings. State law requires districts to provide, by November first of each year, a list of students by name in grades seven to twelve, inclusive, together with their mailing addresses, to the Executive Director of the SD Board of Regents and to each postsecondary technical institute located in the state. Because of this, the Canton School District has designated the following information as Directory Information:

1. student's name;
2. address;
3. telephone listing;
4. name(s) of parent(s)
5. e-mail address;
6. date and place of birth;
7. the most recent educational agency or institution;
8. major field of study;
9. grade level;
10. dates of attendance:

Parents/Guardians who do not want the district to release directory information about their student without their prior written consent must notify the Canton School District in writing by September 1 of each school year.

Adopted: January, 1988

Last Revised: January 8, 2018

# STUDENT DIRECTORY INFORMATION OPT OUT FORM

Dear Parent/Guardian:

Pursuant to the federal and state law, the Canton School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses, telephone numbers and related directory information of middle/high school students.

The district provides parents/guardians and 18-year old students the right to request that the district not release such information without their prior written consent.

Parents/guardians or eligible 18-year old students wishing to exercise their option to withhold their consent to disclose Directory Information to military recruiters and institutions of higher learning must sign the form below and return it to their Principal by September 1.

**Denial of Consent for the Release of Student Directory Information**

Please do not include my student's information in the following:  
(Check all that apply)

\_\_\_\_\_ School Publications (Yearbook, Programs, Honor Roll, etc.....)

\_\_\_\_\_ Directory Information to institutions of Higher Learning.

\_\_\_\_\_ Directory Information to Military Recruiters.

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent's/Guardian Signature  
(or 18 Year-Old Student)

\_\_\_\_\_  
Date