

The Family Educational Rights and Privacy Act (FERPA), and federal law, requires the Board of Directors, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without consent, unless you have advised the School to the contrary in accordance with its procedures. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Because the School and its educational service provider (ESP) maintain educational records or student directory information for any student attending the school, the law requires the School to disclose to you a list of uses or instances in which the School or its ESP may commonly disclose your student's directory information. In addition, the law gives you the opportunity to elect not to have your student's directory information disclosed for 1 or more of these uses or instances.

Directory information can include the following types of information:

- Student's name, address and telephone number;
- Names of student's parents;
- Student's date and place of birth;
- Student's class designation (i.e. 1st grade, 8th grade, etc.);
- Student's extra-curricular participation;
- Student's achievement awards or honors;
- Student's weight and height if a member of an athletic team;
- Student's photograph;
- Previous educational institutions attended by the student;
- Student's dates of attendance;
- Name of school student currently attends;
- Student's electronic mail address;
- Student projects, artwork, web pages, and photographic or video images created by the school or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.
- Other information generally found in yearbooks.

The School and/or its ESP, National Heritage Academies (NHA), and/or the School commonly use student photos and videos for the purposes below. Except for photographs or video/audio recordings taken by the media, the School or NHA will own the photographs, video/audio, printed materials, and websites that include your child's image. The photographs and video/audio recording may be viewed by members of the general public.

- Parent and community outreach to promote the school, other NHA-managed schools, and NHA and its educational environment
- Photos/videos of classroom events and student presentations may be placed on the school website or school Facebook page to enable you to experience your child's school activities
- Recruitment, training and development of teachers, staff and volunteers
- To keep school boards, authorizers, and other interested parties informed about the school and NHA

The school may disclose any of the above without prior written consent unless the school is notified to the contrary by you in writing.

How to Request Refusal of Your Student's Directory Information

Any parent or legal guardian (or student if 18 years of age or an emancipated minor) is also entitled to separately refuse disclosure of student directory information noted above by completing the attached opt out form or by sending a copy to the School or by electronic mail to: _____. If you have any questions regarding this policy, please contact the School.

Opt out Form

I, _____, hereby request that the following directory information for [my son] [my daughter], _____, be removed by the School and/or its ESP from its list of uses for student directory information for the 2021-2022 school year:

All student directory information

The following specific items:

Student's name, address and telephone number;

Names of student's parents;

Student's date and place of birth;

Student's class designation (i.e. 1st grade, 8th grade, etc.);

Student's extra-curricular participation;

Student's achievement awards or honors;

Student's weight and height if a member of an athletic team;

Student's photograph;

Previous educational institutions attended by the student;

Student's dates of attendance;

Name of school student currently attends;

Student's electronic mail address;

Student projects, artwork, web pages, and photographic or video images created by the school or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.

Other information generally found in yearbooks.

Parent and community outreach to promote the school, other NHA-managed schools, and NHA and its educational environment

Photos/videos of classroom events and student presentations may be placed on the school website or school Facebook page to enable you to experience your child's school activities

Recruitment, training and development of teachers, staff and volunteers

To keep school boards, authorizers, and other interested parties informed about the school and NHA

I, _____, hereby inform the School that I have a participation card issued by the department of the attorney general under the address confidentiality program act. I hereby request that the School use the following designated address as the address of record:

Street Address

City

State

Zip Code

To the extent I have chosen to provide our confidential address where we reside, it is for internal purposes only. The School and educational service provider shall use the designated address for all communications and external disclosures.

Signed on this _____ day of _____, 2021.

Signature of Parent/ Guardian/ Student: _____

Name of Parent/ Guardian/ Student: _____

Complete this form electronically or return the form to the School office, or send a copy by electronic mail to:

_____.