



# WOODHAVEN-BROWNSTOWN SCHOOL DISTRICT

*Learning and Leading for Tomorrow*

## **Administration Offices and Board of Education**

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Mark Greathead  
Superintendent

## **Family Educational Rights and Privacy Act (FERPA) Annual Notice of Rights Directory Information and Access to Student Information By Military or College Recruiters 2018-2019 SCHOOL YEAR**

August, 2018

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school district 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
- the Honor Roll or other recognition lists
- graduation programs
- sport activity sheets such as for wrestling, showing weight/height of team members
- webpages, social media

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be disclosed to certain organizations without a parent's prior written consent. These organizations include, but are not limited to, other schools the student is seeking to attend; class ring manufacturers; state or federal authorities reviewing programs or enforcing state or federal laws; and/or a court by order of a subpoena.

In addition, the "No Child Left Behind" law requires that districts must, upon request, provide military recruiters and colleges and universities, access to the three directory information categories: names, addresses, and telephone listings, unless parents have advised the school that they do not want their student's information disclosed without prior written consent.

The Woodhaven-Brownstown Board of Education has designated the following as "Directory Information."

- a student's name
- address
- telephone number
- major field of study
- photograph/film and/or video image
- date and place of birth
- degrees, honors, scholarships and awards received
- telephone numbers only for inclusion in school or PTO directories
- dates of attendance/graduation
- participation in officially recognized activities and sports
- height and weight, if a member of an athletic team

If you do not want the district to disclose "Directory Information" about your student and/or disclose information about your student to the military recruiters and colleges and universities without your prior written consent, you must notify your child's school in writing by September 21, 2018. Forms are available in the main office or can be downloaded from our website [www.woodhaven.k12.mi.us](http://www.woodhaven.k12.mi.us).

Sincerely,

A handwritten signature in cursive script that reads "Mark Greathead".

Mark Greathead  
Superintendent of Schools