



# Community Unit School District 303

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## Family Educational Rights and Privacy Act (FERPA) Release of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, allows St. Charles Community Unit School District 303 to disclose appropriately designated “directory information” without written consent. The primary purpose of directory information is to allow the 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 or musical production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports rosters
- Student directories

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside organizations without a parent’s prior written consent (i.e. companies that make class rings or publish yearbooks.) In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone numbers – unless parents have advised the District that they do not want their student’s information disclosed.

**If you do not want St. Charles Community Unit School District 303 to disclose “directory information” for your child, please login to Home Access Center and update the FERPA disclosure selections for each of your children.**

If you indicate the School District may not release this information, it will apply to all publications and communications.

If you do not have access to the internet, please contact the office at your child’s school to update this information.

“Empowering and Inspiring ALL”