



# Community Unit School District 303

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

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.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children’s education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children’s education records, the right to seek to have the records amended, the right to consent to

disclosure of personally identifiable information from the records, and the right to file a complaint with the U.S. Department of Education. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an “eligible student,” and all rights under FERPA transfer from the parent to the student. The term “education records” is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.