



# Community Unit School District

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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, names, addresses and telephone numbers of students unless parents have advised the District that they do not want their student’s information disclosed. Directory information includes, name, address, gender, grade level, date and place of birth, parent’s/guardian’s names and address, academic awards, degrees, honors, information in relation to school-sponsored activities, major field of student and attendance in school.

**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 also gives custodial and non-custodial parents 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 non-custodial parents have the right to inspect, copy and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. When a student reaches 18 years of age, 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.