

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Danville Community Consolidated School District No. 118, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Danville Community Consolidated School District No. 118 may disclose appropriately designated "directory information" without written consent, unless you have advised the Danville Community Consolidated School District No. 118 to the contrary in accordance with Danville Community Consolidated School District No. 118 procedures. The primary purpose of directory information is to allow the Danville Community Consolidated School District No. 118 to include 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;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Another purpose of directory information is to allow the Danville Community Consolidated School District No. 118 to include information from your child's education records to facilitate in-school medical clinic scheduling. To schedule medical care for students, an in-school health clinic may need to view education records to locate parent contact information, obtain student date of birth for medical records, and other directory information necessary to provide medical care. As of June 2023, the in-school medical clinic receiving student directory information is: **SIHF Healthcare** located in Danville High School.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture 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, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Danville Community Consolidated School District No. 118 to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Danville Community Consolidated School District No. 118 in writing by August 1st of each new school year, unless you have already opted-out in a previous school year. Danville Community Consolidated School District No. 118 has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

To opt-out of directory information disclosure, please send written notice by August 1st of each new school year. If you have already opted-out in a previous school year for your child, you do not need to opt-out again. To opt-out, please send written notice to:

Danville Community School District No. 118
Attn: Seth Oldfield
615 N. Jackson St.
Danville, IL 61832

Please include your name, your contact information, school your child attends or will attend, your child's name, and the date of notice.