

**City of Madison Board of Education
Notice Regarding Release of Directory Information
Under the Family Educational Rights and Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Madison City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Madison City Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Madison City Schools to include this type of information from your child’s education records in certain school publications. Examples include, but are not limited to:

- 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/ programs, such as for wrestling, showing weight and height of team members.

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 laws¹ require the school district to provide military recruiters, upon request, with names, addresses and telephone listings unless parents have advised the district that they do not want their student’s information disclosed without their prior written consent.

If you do not want Madison City Schools to disclose directory information from your child’s education records without your prior written consent, you must notify your child’s principal in writing within ten (10) days from your receipt of this notice. Absent written documentation of receipt you will be deemed to have received this notice within three (3) days after it is distributed to your child. Madison City Schools has designated the following information as directory information:

- Student’s name
- Parent(s) name
- Address
- Telephone listing
- Grade level
- Photograph
- Date and place of birth
- Date(s) of attendance

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).