



August 18, 2017

Dear Parent/Guardian:

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Alliance College-Ready Public Schools and its affiliated Charter Schools (“Alliance”), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Alliance may disclose appropriately designated “directory information” without written consent, unless you have advised us to the contrary in accordance with our procedures. The primary purpose of directory information is to allow Alliance to include this type of information from your child’s education records in certain school publications. Examples include:

- 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.

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.

If you do not want Alliance to disclose any or all of the types of directory information from your child’s education records without your prior written consent, you must notify Alliance in writing by **September 15, 2017**. Alliance has designated the following information as directory information:

Directory Information	Sample Exclusions
<ul style="list-style-type: none"> <li>● Name</li> <li>● Address</li> <li>● Grade level</li> <li>● Telephone listing</li> <li>● Electronic mail address</li> <li>● Photograph</li> <li>● Date and place of birth</li> <li>● Major field of study</li> <li>● Dates of attendance</li> <li>● Participation in officially recognized activities and sports</li> <li>● Weight and height of members of athletic teams</li> <li>● Degrees, honors, and awards received</li> <li>● The most recent educational agency or institution attended</li> <li>● Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)</li> </ul>	<ul style="list-style-type: none"> <li>● Student’s name, photograph, awards, honors and recognitions, and extracurricular activities will not be listed in the yearbook</li> <li>● Student’s name, awards, honors and recognitions, and extracurricular activities will not be listed in the graduation program</li> <li>● Student’s name, photograph, awards, honors and recognitions, college information, and extracurricular activities will not be listed in alumni profiles</li> <li>● Student’s photograph will not be shared on school newsletters or websites</li> <li>● Directory-based software and protocols for electronic collaboration by students and teachers</li> </ul>

If you choose to opt-out, please return a written statement to the school main office with your name, your child’s name, date, your decision to opt-out of releasing directory information, and your signature. If you have multiple children attending Alliance schools, you must return a separate letter for each child.

Sincerely,  
**Alliance College-Ready Public Schools**