

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

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that The Franklin Lakes Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Franklin Lakes Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures; [Policy and Regulations 5125] The primary purpose of directory information is to allow the Franklin Lakes Public Schools 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 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.

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.

The Franklin Lakes Public Schools has designated the following information as directory information:

- Student's name**
- Photograph**
- Degrees, honors, and awards received**
- School attended**
- Dates of attendance**
- Grade level**
- Participation in officially recognized activities and sports**
- Weight and height of members of athletic teams**

If you do not want The Franklin Lakes Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify your school principal in writing by **October 24, 2014**.