

Aitkin Independent School District No. 1
Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Disclosure of School Directory Information

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose the student information below, "Directory Information", without written consent unless you have signed this form stating otherwise.

The school district has designated the following as Directory Information:

Student Name	Dates of attendance
Degrees, honors, and awards received	Photograph
Most recent education agency or institution attended	Date and place of birth
Participation in school-sponsored events or activities	Grade Level
Weight and height of members of athletic teams	

Signing this form advises the district that you do not give permission to list your student's name, picture, etc. in any publications, including, but not limited to the following:

- A playbill or program, showing your child's name, role in a drama or music production
- The annual yearbook
- Honor roll or other recognition lists published at school, in newspapers or on the school website
- Graduation programs
- Sports: student name, grade and statistics listed in programs, such as football which may include height and weight of team members
- Name or picture on school district website.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend (transcripts, etc.)
- Class ring manufacturers/graduation supplies companies (i.e. Jostens)
- Student picture company (i.e. LifeTouch, Inter-State)
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws
- A court by order of a subpoena

In addition, federal law requires school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request with three categories – name, address and telephone listing for students in grades 10-12, unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

ONLY complete and return this form IF you DO NOT give your consent for the release of School Directory Information as explained above. If you wish to sign this form but give permission for specific items, please fill out a "Permission to Release Directory Information" form. (available from the principal's office)

Use a separate form for each child and return it to the child's school by September 13th.

This form will be in effect for the current school year and should be updated annually if necessary.

Dan Stifter, Superintendent
218-927-7100 dstifter@isd1.org

Name of Student: _____ School: _____

Name of Parent/Guardian _____ Date: _____

Signature of Parent/Guardian _____

Address: _____ City/State/Zip: _____