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September, 2018

Was It Really Your Intent To Have Your Child Excluded From The Yearbook?

Dear Parents:

Federal law says that we have to distribute the annual FERPA (Family Educational Rights and Privacy Act) notice to all parents each year. It gives you the right to say that you do not want your child's personal information to be shared with anyone else by the district. The fact is that we do not share your child's information with outside sources as a matter of course. The only request we have ever had from an outside source was a request for names and addresses of eighth-graders so that the Burlington County Vocational-Technical School could send that group course information.

(The law is primarily geared for high schools, where student's information may be shared in a number of ways, including in athletic programs and with colleges and military recruiters.)

At the elementary level, the only place that your child's personal information is shared on an annual basis is in the school yearbook.

If you sign and return the FERPA form that follows, we are bound by your decision and cannot include your child's name or photo in the yearbook. Last year, several parents called in the spring very upset because their child could not be included in the yearbook. They did not fully understand that returning the FERPA form meant exclusion from the yearbook.

If it is your intent that your child not be included in the school yearbook, please sign and return the FERPA form. We will uphold your request and exclude your child's information.

If you would like your child's information in the yearbook, there is nothing for you to do. Should you have questions, please call or e-mail me at the number or address listed above.

Sincerely,

Marie F. Reynolds



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

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Mount Laurel Schools**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district 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 the Mount Laurel 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 publish yearbooks.

Mount Laurel Schools have designated the following information as directory information:

-Student's name	-Participation in officially recognized activities and sports
-Address	-Weight and height of members of athletic teams
-Telephone listing	-Degrees, honors, and awards
-Electronic mail address	- Dates of attendance
-Photograph	
-Date and place of birth	
-Grade level	

If you do not want Mount Laurel Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by October 1, 2015.

PLEASE RETURN THE FORM BELOW ONLY IF YOU DO NOT WANT YOUR CHILD'S DIRECTORY INFORMATION DISCLOSED. RETURN TO YOUR CHILD'S TEACHER.

CHILD'S NAME – _____ GRADE – _____

TEACHER'S NAME – _____ SCHOOL – _____

PARENT'S NAME – (Please Print) _____

PARENT'S SIGNATURE - _____



Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605