

Surad Academy
108. School Directory Policy

Adopted: February 27, 2023

I. STATEMENT OF POLICY REQUIREMENT

This policy is required by the Family Educational Rights and Privacy Act (FERPA). [Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

II. PURPOSE OF THE POLICY

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Surad Academy, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Surad Academy may disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary in accordance with Surad Academy procedures. The primary purpose of directory information is to allow the school to include information from your child’s education records in certain school publications. Examples may include:

- The school directory;
- School newsletters and internal marketing materials/media;
- A playbill, showing your child’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. 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.

[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

School Directory Policy

If you do not want Surad Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school in writing by the first day of the academic calendar or by the first day your child attends Surad Academy. Surad Academy has designated the following information as directory information: **[Note: A Local Education Agency LEA (school) may, but does not have to, include all the information listed below.]**

- Student's name
- Address(es)
- Telephone listing
- Electronic mail address
- Photograph
- Class name
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Honors and awards received