

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 (on school webpage, social media, newspapers, etc.)
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	

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, etc)
- 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 check those exceptions on the bottom of this form.

Use a separate form for each child and return it to the child's school by September 13th, or within 5 days of enrollment for students new to the district.

This form will be in effect for the duration of the student's enrollment in Aitkin schools and can be updated if necessary.

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

Name of Student: _____ **School:** _____

Name of Parent/Guardian _____ **Date:** _____

I understand, by signing this form, I do not give the district permission to list my student's name, picture, etc. in any publications, with the exception of: (Please check all items you DO give the district permission to publish.)

- Parent/Guardian 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, or district social media page
- Other: _____

Parent/Guardian Signature: _____

Address: _____ City/State/Zip: _____