

Notice Concerning Privacy of Student and Directory Information

General Student Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law governing the privacy of educational records. It grants specific rights to students and parents, setting restrictions on how schools may handle educational records. FERPA requires that schools obtain written permission from parents before releasing educational records of their students. In certain well-defined circumstances, some information may be released without written permission.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Spring Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by Sept. 9, 2014. Spring ISD has designated by Board policy the following information as directory information: *student name; address; telephone listing; electronic mail address; photograph; date and place of birth; honors and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.*

Student Publicity

The District uses this type of information about students in publications such as, but not limited to, school telephone directories, yearbooks, playbills, graduation programs, sports activity sheets and programs, Spring ISD publications, the Spring ISD website, social media websites and news releases to the media. The District is proud to feature students and their accomplishments and uses a variety of resources to publicize district events and school news. Spring ISD may publish a child's name, photograph, and student work as well as allow a student to be interviewed and videotaped by the media. Please note that the media may include newspapers, newsletters, television stations, radio stations and websites.

A parent or guardian may not want any types of information within the definition of directory information to be subject to release. A parent or guardian has the right to instruct the District not to designate any or all of the information described above as directory information about the student by using this form to notify the District by September 9, 2014. The District recognizes that a parent may not want some directory information released but may want other information to be made available. Therefore, the District has divided directory information into separate categories.

Military Recruiters or Institutions of Higher Education

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 to provide a military recruiter or an institution of higher education, upon request, with the name, address, and telephone number of a secondary student unless the parent or eligible student has requested that the information not be disclosed without their prior written consent.

Sign either one or more items below and return by September 9, 2014 if you want your student's information kept private.

Directory Information – General Student Data

I do not want my child's address, electronic mail address, telephone listing, date and place of birth, dates of attendance, grade level, and most recent educational agency or institution attended to be released.

Student's Full Name _____ School _____
(Student) (Home Campus if Wunsche)
Grade _____ ID # _____
Parent/Guardian Signature _____ Date _____

Directory Information – Student Publicity

I do not want my child's name, photograph, grade level, participation in officially recognized activities and sports, weight and height if a member of an athletic team, honors and awards received, interviews and/or student work to be published or released to the media. **If you indicate that you would like this information kept private, your student's information will NOT be included in publications such as the yearbook, sports roster or graduation program.**

Student's Full Name _____ School _____
(Student) (Home Campus if Wunsche)
Grade _____ ID # _____
Parent/Guardian Signature _____ Date _____

Directory Information – Military Recruitment/Institution of Higher Learning

I do not want my secondary student's name, address, electronic mail address, and telephone number released to a military recruiter or institution of higher learning.

Student's Full Name _____ School _____
(Home Campus if Wunsche Student)
Grade _____ ID # _____
Parent/Guardian Signature _____ Date _____

Only return this form if you want your student's information kept private.

If you do not sign and return this form denying or limiting the release of directory information by Sept. 9, 2014, the District will release your child's directory information if a proper request is made.