

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

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Memphis Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Memphis Community Schools 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 Memphis Community 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
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Board Minutes (Student of the Month Award, Athletic or Academic Achievements, etc.)
- Website, LED Sign, Social Media

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – 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. ¹

If you do not want Memphis Community Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. Memphis Community Schools has designated the following information as directory information

Student’s name
-Address
-Telephone listing
-Electronic mail address
-Photograph
-Date and place of birth
-Major field of study
-Dates of attendance
-Grade level

**-Participation in officially
recognized activities and sports**
**-Weight and height of members of
athletic teams**
**-Degrees, honors, and awards
received**
**-The most recent educational agency or
institution attended**
**-Student ID number, user ID, or other unique
personal identifier used to communicate in electronic
systems that cannot be used to access education
records without a PIN, password, etc. (A student’s
SSN, in whole or in part, cannot be used for this
purpose.)**

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.