

**Converse County School District #2**  
**Family Educational Rights and Privacy Act (FERPA)**  
**Annual Notice for Disclosure of School Directory Information**

Dear Parent or 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 some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program, showing your child's role in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation programs
- sports statistics listed in programs, such as football which may include height and weight of team members
- school or district website

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 (student records, transcripts, etc.)
- class ring manufacturers
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- Wyoming Department of Education (WDE) photographs, audio and video recordings
- a court by order of a subpoena

The school district has designated the following as Directory Information:

Student name	Degrees, honors and awards received	Grade level
Address	Dates of attendance	Telephone number
Most recent educational agency or institution attended		Date and place of birth
Participation in school-sponsored activities, clubs and sports		
Pictures of students involved in school activities		
Weight and height of members of athletic teams		

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories – names, addresses, and telephone listings – unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing within 10 days after enrollment each school year. Please complete the lower portion of this form and return the entire form to your child's school if you **do not** want your child's Directory Information disclosed.

**Parent: ONLY complete and return this entire form IF you DO NOT give your consent for release of School Directory Information. Use a separate form for each child and return it to their school.**

I **do not** want my child's Directory Information disclosed and request one of the following:

- Do not release my student's Directory Information at any time.
- Do not release my student's Directory Information without my prior written consent.

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_