August 28, 2012

Parents/Guardians of Students Attending the Schools of the Old Rochester Regional School District and Massachusetts School Superintendency Union #55

Dear Parent(s)/Guardian:

Enclosed are three documents: (1) Annual Notification of Rights Under FERPA, (2) Directory Information Notice, and (3) Annual Notification of Rights Under PPRA. These documents must be sent to parents annually under federal law. The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to student records; the Protection of Pupil Rights Amendment affords parents certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

I want to call your attention to the Directory Information Notice. The district must release “directory information” to anyone who requests it. Please note that your signature is required on one of the two options listed at the bottom of the Directory Information Notice. You may sign giving the district permission to release all directory information OR you may note with an “X” the directory items you want the district to withhold. Your signature is required on one of the two options.

The Directory Information Notice must be returned to the school by September 18, 2012.

Please contact my office if you have any questions or concerns.

Sincerely,

Douglas R. White Jr., M.Ed.
Superintendent of Schools

DRW:dr
OLD ROCHESTER REGIONAL SCHOOL DISTRICT
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55
Marion – Mattapoisett – Rochester, Massachusetts

Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district 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 the school district 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; and
- sports activity sheets

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 (LEA's) 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.

If you do not want the 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 September 18, 2012. Directory information has been identified as the following:

- Student's name
- Address and telephone number
- Electronic mail address
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photographs, including videotape
- Yearbook photo
- Major field of study
- Most recent previous school attended
- Grade level
- Dates of attendance
- Honors and awards received in school
- Degree awarded
Option #1: In exercising my right to limit release of this information, I have made an “X” next to the items of directory information listed above that I wish the District to withhold about my child.

Student name: ______________________ Date ____________
School: ___________________________ Grade __________

Parent/Guardian Signature: ___________________________

Option #2: The District has my permission to release all directory information about my child.

Student name: ______________________ Date ____________
School: ___________________________ Grade __________

Parent/Guardian Signature: ___________________________

Warning to parents: Choosing to restrict information could cause your child to be excluded from certain school publications such as yearbooks or newspapers. Additionally, some organizations use this information for developing invitation lists for special programs and events. Use care in choosing restrictions. If you have questions, contact the Principal's Office.