

## STUDENT RECORDS/DIRECTORY DATA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that River Ridge School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, River Ridge School District may disclose appropriately designated "directory information" without written consent, unless you have advised the River Ridge School District to the contrary in accordance with River Ridge School District procedures. The primary purpose of directory information is to allow the River Ridge School District to include 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, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if re-leased, 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 (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information: names, addresses, emails, 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 River Ridge School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the River Ridge School District in writing within 14 days of the start of the school (or within two weeks of receipt of this notice if enrolling after the school year has begun). Forms are available in each district office.

- Student's name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Dates of graduations
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

Members are encouraged to report suspected violation of policy. A complaint shall be filed to the District Administrator, Clay Koenig, 608-994-2715 ext. 103, 11165 County Highway P, Patch Grove, WI 53817, [koenigcl@rrsd.k12.wi.us](mailto:koenigcl@rrsd.k12.wi.us)

---