



Williamsburg-James City County Public Schools School Board & Central Office

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WJCC School Board

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Family Educational Rights and Privacy Act (FERPA) Annual Notice for Directory Information 2018 - 2019

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Williamsburg-James City County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Williamsburg-James City County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the School Division to the contrary in accordance with procedures below. The primary purpose of directory information is to allow the Williamsburg-James City County Public 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; 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 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 (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information for juniors and seniors – 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 Williamsburg-James City County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's school principal in writing **by September 14, 2018**, or within two weeks of school entry. Williamsburg-James City County Public Schools has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Major field of study
- Dates of Attendance
- Grade Level
- Participating in officially recognized activities and sports
Weight and height of athletic team members
- Degrees, honors, and awards received
- 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 part, cannot be used for this purpose.