

**Annual Notice for Disclosure for School Directory Information**

Dear Parent/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 of Directory Information by the District is to include this type of information in certain school publications. Is it 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.

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 (transcripts, etc.)
- class ring manufacturers
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena

Schools will treat each student’s education records as confidential and primarily for local school use. The exception to this rule is for directory information, which includes’ the student’s name. address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma or certificate and awards received, electronic email address, photograph, grade level, the most recent previous educational agency or institution attended by the student, and other similar information. The district names in yearbooks, student/school newspapers, are considered domain and can be reproduced by the media.

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.

**Video Release Form**

I hereby give permission to Dillon County Technology Center to photograph and video tape my child. It is my understanding that this photography or videotape or digital-media of my child and other children will be used in producing programs in Dillon County Technology Center and may be sued in teacher in-service training in other areas of the state of South Carolina or in the United States and may be used in professional publications, I understand that I shall receive no compensation for appearance and participation in programs, I relinquish and release all privacy rights I may have in such a photograph or digital image/representation.

**Parental Permission and Authorization**

Course Student is Enrolled: \_\_\_\_\_ AM \_\_\_\_\_ PM\_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parental Permissions and Authorizations:

*Please place an X by the statement of choice in each section - You must select an answer in each section below*

- \_\_\_\_\_ **YES** – I authorize the school to release Directory Information as outlined in this document.
- \_\_\_\_\_ **NO – I DO NOT** authorize the school to release Directory Information as outlined in this document.

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- \_\_\_\_\_ **YES** – I authorize school officials to photograph, video tape, or use digital media representations of my child as outlined in this document
- \_\_\_\_\_ **NO – I DO NOT** authorize school officials to photograph, video tape, or use digital media representations of my child as outlined in this document

I authorize the above sections to be actions to be taken by school personnel with respect to my child in the situations indicated above and explained on this form.

\_\_\_\_\_  
Parent/Guardian Signature Date