

IVY PREPARATORY ACADEMY

FERPA Policy

Family Educational Rights and Privacy Act (FERPA)

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible scholars must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Ivy Preparatory Academy (IPA), with certain exceptions, obtain the parent's written consent prior to the disclosure of personally identifiable information from your scholar's education records. However, IPA may disclose appropriately designated "directory information" without written consent, unless you have advised the IPA to the contrary in accordance with IPA procedures. The primary purpose of directory information is to allow the IPA to include information from your scholar's education records in certain school publications. Examples include:

- A playbill, showing your scholar's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Promotion 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, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their scholar's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want IPA to disclose any or all of the types of information designated below as directory information from your scholar's education records without your prior written consent, you must notify IPA in writing within 10 days of their enrollment. IPA has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Scholar's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and/or awards received
- The most recent educational agency or institution attended
- Scholar ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

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Authority and/or Cross-Reference