

FERPA Directory Information Notice (All Students)

The Family Educational Rights and Privacy Act (“FERPA”), subject to certain exceptions, requires that Granite School District (the “District”) and all its schools obtain a parent or eligible student’s (eligible students are students 18 years of age or older) written consent prior to the disclosure of personally identifiable information (“PII”) from a student’s education records. However, the District may disclose appropriately designated directory information without written consent, unless a parent or eligible student has opted out of directory information disclosure in accordance with District procedures. The primary purpose of the directory information designation is to allow schools to share information from a student’s education record in certain school publications or in appropriate educational settings. Examples include:

- A playbill, showing a student’s role in a drama production
- The annual school yearbook
- Honor roll or other recognition lists
- Programs for school sporting events, showing the weight and height of team members
- Other documents related to school-sponsored organizations or activities
- Video or photographs to be used on District or school websites and social media outlets
- Video or photographs taken by local news media at special District events (this does not include events open to the public)

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 or eligible student’s prior written consent. The District and its schools will only disclose directory information if disclosure has a legitimate educational purpose or benefit to students. The District and its schools will not disclose directory information for marketing or other commercial purposes that do not benefit students. For example, outside organizations that request and receive directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. The following is designated as directory information:

- **Student’s name, address, telephone listing**
- **Student’s date of birth**
- **Student’s grade level and enrollment status**
- **District email address**
- **Current and previous school most recently attended**
- **Student photo**
- **Degrees, honors, awards received**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**

If parents do not want the District or school to disclose directory information, parents can submit a written request to the school principal. This opt-out must be completed annually in writing (email is permissible). Opt-out requests are accepted annually by the school on or before October 1st of each school year.

Military and College Recruiters (High School Students Only)

Two other federal laws require the District to provide certain student information for high school juniors and seniors to military recruiters upon request. Recruiters for colleges and universities often request similar student information. The general policy of the District is to release student names, telephone numbers, and addresses to legitimate educational institutions. Parents or guardians may opt out (separately) to prevent one or both of these releases of information by submitting a written request to the school principal within 20 days of your student's enrollment. This opt-out must be completed annually in writing (email is permissible). Complaints of alleged failures by the school to comply with student privacy requirements should be addressed to the school principal or to Granite School District's Communications Department. If issues are not or cannot be resolved at the local level, FERPA/PRPA complaints may be filed with the following federal agency: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW Washington, DC 20202-4605. Telephone: (202) 260-3887.