



CHARLESTON CHARTER School for Math + Science

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Charleston Charter School for Math and Science, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Charleston Charter School for Math and Science may disclose appropriately designated "directory information" without written consent, unless you have advised Charleston Charter School for Math and Science to the contrary in accordance with Charleston Charter School for Math and Science procedures. The primary purpose of directory information is to allow Charleston Charter School for Math and Science to include information from your child'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;
- 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, 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.

Charleston Charter School for Math and Science has designated the following information as directory information:

- **Scholar's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Participation in interviews**
- **Use of quotes**
- **Taking of video**
- **List on printed materials for use of promoting our school**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and 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**
- **A scholar ID number or other unique personal identifier that is displayed on a scholar ID badge, 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.**

If you do not want Charleston Charter School for Math and Science 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 Charleston Charter School for Math and Science in writing by **September 1, 2017**.