

**Notification and Refusal Form**  
**Refusal to Permit Disclosure of Directory**  
**2017 – 2018 School Year**

St. Clairsville-Richland City School District, under the federal Family Educational Rights Act (FERPA), may disclose appropriately designated "Directory Information" without written consent, unless parent(s)/guardian(s) have advised the district to the contrary in accordance with district policy. This information is requested annually, and must be renewed annually.

The district releases information from or permits access to a student's education records only with a parent's or an eligible student's prior written consent, except that the school Superintendent or a person designated in writing by the Superintendent may permit disclosure under the following conditions: to school officials who have a legitimate educational interest in the records, to other schools in which the student intends to enroll; to authorized federal and state agencies and authorities, to law enforcement officials, to the Juvenile Court, with respect to financial aid applications, to conduct studies, to accrediting institutions, in response to a lawfully issued subpoena, in a health or safety emergency, and as otherwise required or permitted by law.

The district has designated the following as "**Directory Information**" for FERPA:

- |   |   |
|---|---|
| <input type="checkbox"/> Student's name   | <input type="checkbox"/> Student's address                      |
| <input type="checkbox"/> Student's telephone number                                   | <input type="checkbox"/> Student's date and place of birth      |
| <input type="checkbox"/> Participation in officially recognized activities and sports | <input type="checkbox"/> Student's achievement awards or honors |
| <input type="checkbox"/> Student's weight and height, if a member of an athletic team | <input type="checkbox"/> Major field of study                   |
| <input type="checkbox"/> Dates of Attendance ("from and to" dates of enrollment)      | <input type="checkbox"/> Date of Graduation                     |

**Place an "X" in front of any information listed above that you do not give permission to have disclosed about your child.**

In addition to the requirements of FERPA, two federal laws require local educational agencies to provide military recruiters, upon request, with the names, address and telephone listings of secondary students unless the secondary student or the student's parent(s) have advised the school in writing that they do not want the student's information disclosed.

Military Recruiter Information

**Place an "X" in the blank above if you do not wish to have the student's name, address, and telephone number disclosed to military recruiters.**

**Sign and date this form and return it to the school building office that the student attends, within two weeks of receiving this notice.**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Student Signature (if 18 years and older): \_\_\_\_\_ Date: \_\_\_\_\_