

PORTLAND PUBLIC SCHOOLS

Portland, CT 06480

**PERMISSION TO RELEASE CERTAIN DIRECTORY INFORMATION WITHOUT
PRIOR WRITTEN CONSENT**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, required that the Portland Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Portland Public School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Portland Public School District to include this type of information from your child's educational records in certain school publications.

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 (ESEA) to provide military recruiters, upon request, with three directory information categories- names, addresses, and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the Districts as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel, or a person serving on the Board of Education. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to use and maintenance of personally identifiable information (PII) from educational records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his/her tasks. A "school official" as defined, has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibilities.

The Portland Public School District has designated the following information as directory information:

- Student Name
- Student email
- Parent email
- Address
- Telephone listing
- Date and place of birth
- Grade levels
- Dates of attendance
- Most recent educational agency or institution attended
- Photographic and computer images
- Major field of study
- Degrees, honors, and awards
- Annual yearbook
- Graduation programs
- Playbill showing your student's role in a drama production
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

If you do not want the Portland Public School District to disclose directory information from your child's education records, you must notify your child's school in writing.