

# Family Education Rights and Privacy Act (FERPA)

*The option to restrict the release of information about your student*

Revised October 2016



The Barrington 220 School District wants to honor families' privacy while meeting its obligation to share education-related information with the community. The annual Family Education Rights and Privacy Act (FERPA) notification and opt-out process – described in this form – helps schools balance these interests.

FERPA is a federal law that allows school districts to publicly disclose students' "directory information" without parental consent as long as the district annually notifies parents of the categories of information that have been designated as "directory information" and allows them the chance to opt out. Barrington 220 School District has designated the following as "directory information":

- student's name
- address
- gender
- grade level
- birth date and place
- parents' name
- mailing addresses
- electronic mail addresses
- telephone numbers
- photographs/video images used for information or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- period of attendance in the school.

**If you do NOT want the Barrington 220 School District to release this directory information about your student, you must make a request in writing and send it to your school principal within 14 days of the first day of school each year or within 14 days of the date of enrollment. A letter submitted for the previous year will not carry over.**

**What happens if you write the FERPA opt-out letter?** The Barrington 220 School District and its schools will **not** release your students' directory information in any publications that could reach beyond the school or to any outside organization. This means, for example, your student will **not** be included in photos or videos on school district websites, the annual school/PTO directory, school yearbook, event and athletic programs, and award listings in local media or school newspapers.

**What happens if you do not write the letter?** The Barrington 220 School District and its schools will responsibly release your student's directory information in publications and to outside organizations to promote non-commercial, education-related news, achievements and activities. This means appropriately using your child's name and/or photo/image on the school district's websites (including District-related social media) and in newsletters, school directories and athletic/event programs. Without seeking parent/guardian consent, schools could allow, FOR EXAMPLE, the Barrington 220 Educational Foundation to use video from your student's class to highlight a program; local newspapers to run a yearbook photo or picture of your student's class engaged in a learning activity; or a local non-profit to publicize your student's name for participating in a school fund-raiser that benefited the organization.

Please note that even if a parent/guardian opts out of the sharing of directory information as described above, the school district may share certain information about their student when students participate in school events open to the public which by their nature involve exposure to the public, such as athletic events and theatrical productions. The District may also, without consent and even if a you opt out of the sharing of directory information, publicly share photographs and videos that do not feature your student or identify your student by name, but in which your student appears in the background. Members of the news media or non-employees are not agents of the school district, according to the law, and are not subject to these agreements between parents and the school district, even when photographing, videotaping or interviewing students on school property.

*More information about your rights under FERPA is available online at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).*