



Family Educational Rights and Privacy Act (FERPA) Directory Notice 2023-2024 School Year

Dear Parents, Guardians, and Students:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the Lenawee Intermediate School District ("LISD"), with some exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your student's education records.

One such exception which permits the LISD to disclose personally identifiable education records without parent/guardian consent is where disclosure is made to school officials with a legitimate educational interest in the information to be disclosed. A school official is a person who is employed by, contracted by, or otherwise represents the LISD, such as a district or school administrator, a program supervisor, a teacher, or a support staff member; a person serving on the LISD Board of Education; a representative of another school district; a person or company with whom the LISD has contracted to perform a service on behalf of the LISD (such as an attorney, auditor, medical consultant, curriculum consultant, therapist, or information technology specialist); an individual serving on an official committee of the LISD; or a technology service and/or online service provider that provides educational programs and/or services and/or that assists the school in the delivery of educational programs and/or services. A school official has a legitimate educational interest if there is a need to collect and/or review an education record in order to fulfill his, her, or its duties to or on behalf of the LISD.

In addition to those instances where a valid exception to FERPA's written consent requirement exists, the LISD may disclose designated "student directory information" without your written consent unless you have informed the LISD to the contrary in accordance with the procedures described below. The primary purpose of student directory information is to allow the LISD to include information from your student's education records in certain school publications; however, this information may be disclosed for other purposes. Examples include, but are not limited to:

- Honor roll or other recognition lists;
- Graduation programs;
- Club members or student organization members;
- Class newsletters;
- Press releases and other promotional activities regarding student activities.

Student 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), as amended, to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings

unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the LISD to disclose student directory information from your student's education records without your prior written consent, you must notify the LISD in writing within 10 calendar days from the beginning of the school year or your child's enrollment in an LISD program or service. Notification may be made using the opt-out form, which is included with this notice, or may be made by writing to the LISD's Director of Legal Services, Kyle Hoffman, at Kyle.Hoffman@lisd.us.

The LISD has designated the following information as directory information:

- Student's name
- Student's address
- Student's telephone listing
- Photographs and videos of students engaged in educational programs/activities and/or school-sponsored extra-curricular events, including students engaged in live and/or recorded lessons, which are made available to and/or shared with other students in the educational program/class
- Student's date and place of birth
- Student's parent/guardian's names, address, and telephone listing
- Student's program(s) of study
- Student's dates of attendance
- Student's grade level
- Student's participation in officially recognized, school-sponsored activities
- Student's degrees, honors, and awards received
- The student's most recent educational agency or institution attended
- A student's 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 student's ID number or other unique personal identifiers that are displayed on a student 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.

Notice: The LISD may forward student education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled, provided that the disclosure is for purposes related to the student's enrollment or transfer.

If you have further questions, please contact Kyle Hoffman at Kyle.Hoffman@lisd.us or 517.266.4832.

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.



Directory Information Opt-Out Form 2023-2024 School Year

Parents/guardians of students enrolled in a Lenawee Intermediate School District (LISD) school and/or educational program should complete and submit this form to the LISD if the parent/guardian elects not to have his/her child's directory information disclosed by the LISD without parent/guardian written consent. **Please return to your student's school or educational program within 10 calendar days of enrollment.**

Student Name: _____

Student Birth Date: _____

LISD School/Program: _____

Please select those uses/instances for which you do not wish to have your child's directory information disclosed by the LISD without your written consent.

- All listed uses/instances
- Student's name
- Student's address
- Student's telephone listing
- Photographs and videos of students engaged in educational programs/activities and/or school-sponsored extra-curricular events, including students engaged in live and/or recorded lessons, which are made available to and/or shared with other students in the educational program/class
- Student's date and place of birth
- Student's parent/guardian's names, address, and telephone listing
- Student's program(s) of study
- Student's dates of attendance
- Student's grade level
- Student's participation in officially recognized, school-sponsored activities
- Student's degrees, honors, and awards received
- The student's most recent educational agency or institution attended
- A student's 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 student's ID number or other unique personal identifiers that are displayed on a student 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.

Parent/Guardian Signature: _____ Date: _____