Ogden Preparatory Academy

Notice for Directory Information

in accordance with the Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Ogden Preparatory Academy (OPA), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, OPA may disclose appropriately designated "directory information" without written consent, unless you have advised OPA to the contrary. The purposes of directory information is to allow OPA to include information from your child's education records in certain school publications, and to allow OPA to conduct educational business that requires the exchange of information.

FERPA allows directory information, which is information that is generally not considered harmful or an invasion of privacy if released, to be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks, other educational entities, and educational software providers. OPA does NOT share any student information with outside organizations without strict consideration of privacy policies and agreements. Information on non-educational entities with which OPA shares information can be found on OPA's website, ogdenprep.org. See OPA FERPA Rights Notification for additional information.

Examples of school publications include (public release):

- A program, showing your student's role in an assembly or performance;
- The annual yearbooks;
- Honor roll or other recognition lists;
- School social media sites (OPA limits information shared with social media sites without written consent to pictures); and
- Sports activity sheets, and/or rosters.

Examples of educational business requiring exchange of information (no public release):

- Yearbook company for student pictures, yearbook, and name badges;
- Educational software providers for tracking student learning; and
- Other educational entities, such as USBE, other schools, and LEAs.

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 student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

You may restrict the public release of information without written consent during student registration through the school student information system prior to enrollment. For additional restrictions, you must notify OPA in writing identifying the types of information you wish to have restricted and potential entities from which you wish to have it restricted within 2 weeks of enrollment. Administration has 30 days to consider any restriction requests submitted after enrollment. Restricting the sharing of information for educational business purposes may adversely impact your student's educational experience at OPA. Upon receiving a request, OPA administration shall discuss educational impacts with the requesting party.

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OPA has designated the following information as directory information:

- **Student's name**
- **Address**
- **Phone number**
- **Electronic mail address**
- **Photograph**
- **Photos or videos of students participating in public events (e.g., sporting events, concerts, theater performances, etc.)**
- **Date and place of birth**
- **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**
- **Student ID number, user ID, or other unique personal identifier displayed on a student ID badge or 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**