

Directory Information Notice

The *Family Educational Rights and Privacy Act* (FERPA) and West Virginia Board of Education Policy 4350 require that Mingo County Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from students' education records. However, Mingo County Schools may disclose appropriately designated "directory information" without written consent, unless parents or eligible students (that is, students who are 18 years of age or older) have advised Mingo County Schools not to disclose that information.

A major purpose of directory information is to allow Mingo County Schools to include limited information from students' education records in certain publications or announcements. Directory information is used in various publications, including (but not limited to):

- Athletic programs, announcements, and award ceremonies (such as team programs or team lists, like those for football or wrestling that show the height/weight or weight classes of team members)
- Programs or playbills that list band or chorus participants or that show students' roles in drama productions
- Annual yearbooks
- Honor rolls or other awards/recognition lists
- Graduation programs
- Press releases and news stories about student awards and accomplishments

Directory information may also be disclosed to outside organizations such as companies that manufacture class rings; take school, team, or student organization photos; offer graduation announcements; or publish yearbooks.

Two federal laws (Section 9528 of the Elementary and Secondary Education Act [20 U.S.C. § 7908] and 10 U.S.C. § 503(c)) also require that Mingo County Schools provide the names, addresses, and phone numbers of high school students to military recruiters unless parents or eligible students have advised Mingo County Schools that they do not want that information to be disclosed without prior written consent.

If a parent or eligible student does not want Mingo County Schools to disclose any or all of the types of information designated as directory information from a student's education record without prior written consent, that parent/eligible student must notify Mingo County Schools in writing by September 6, 2024, that directory information about the student should not be released. It will be assumed that the information listed below may be released until September 6, 2025, unless you notify school officials in writing that you do not want it released. If you have questions, please feel free to contact the school.

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Sign and return this form if you DO NOT WANT information released

Student Name: _____ Grade: _____

The areas marked with an "X" are information that **I DO NOT WANT RELEASED** for the student named above.

____ Student name	____ Major field of study
____ Address	____ Indication of "graduate" or "non-graduate"
____ Telephone number	____ Degrees and honors/awards received
____ Date and place of birth	____ Participation in activities and sports
____ Dates of attendance	____ Weight and height of members of athletic teams
____ Most recent previous school attended	____ Photograph
____ Electronic mail address	____ Grade level

Signature of Parent, Guardian, or Eligible Student (18 or older)

Date