



Hawthorne Foundation Inc.

A Behavioral Approach to Lifelong Care[®]

5 Bradhurst Avenue Hawthorne, New York 10532

914-592-8526 · Fax: 914-592-5321

www.hawthornefoundation.org

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information Opt Out

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Hawthorne Country Day School (HCDS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. One exception is for "directory information" which may be disclosed without written consent, unless you have advised HCDS not to disclose directory information in accordance with HCDS procedures. The primary purpose of directory information is to allow HCDS to include information from your child's education records in certain school publications. Examples include:

- A yearbook;
- Academic recognition lists;
- Graduation programs; and
- School Newsletter

Directory information is information that is generally not considered harmful or an invasion of privacy if released. It can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks or other school publications. 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.

HCDS has designated the following information as "directory information":

- **Student's name**
- **Address**
- **Telephone listing**
- **Email address**
- **Photograph**
- **Date of birth**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**

If you do not want HCDS to disclose any or all of the types of information designated as directory information from your child's education records without your prior written consent, you must notify HCDS in writing by July 1, 2020. Please use the form on the next page if you wish refuse to allow HCDS to designate any or all of the types of information listed above as directory information for your child.



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FERPA Directory Information Parent/Guardian Opt Out Form

Student Name _____

As the parent/guardian of the student named above, I do not want Hawthorne Country Day School to disclose the directory information from my child's education records without my prior written consent:

Check the information that you do NOT want disclosed without your prior written consent:

- Student's name
- Address
- Telephone listing
- Email address
- Photograph
- Date of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____