

Alma d'Arte Charter High School
402 W. Court Ave. • Las Cruces, New Mexico • 88005

Request to Release Student “Directory Information”

Under the Family Educational Rights and Privacy Act (FERPA), local school districts and charter schools have certain obligations to protect the privacy of their students’ educational records. Generally, such records cannot be disclosed without the written consent of the student’s parent or guardian or of the individual student if they have reached the age of 18 (defined by the Act as an “eligible student”). General duties and powers for LEAs under FERPA include:

- Consent for disclosure.
Schools and school districts are required to obtain written consent for disclosure of educational records from the student’s parent or guardian, or from the student if they have become an “eligible student” by reaching the age of majority at 18.
- Disclosure of “directory information.”
LEAs are permitted to disclose certain information, referred to as "directory information," without additional consent from either parents or eligible students. Ordinarily, this can include information such as names, addresses, phone numbers, date and place of birth, and participation in officially recognized activities and sports, but LEAs must give parents and eligible students an opportunity to opt in or out of such disclosures.

FERPA defines “directory information” as information contained in an educational record that would not normally be considered harmful or invasive of privacy if disclosed. Schools and school districts must give notice of information it has designated as “directory information,” the right of parents and eligible students to restrict this disclosure, and the period of time during which the parent or eligible student must notify schools in writing about their decision for such disclosure. After an eligible student or parent notifies a school or district in writing of their intent for disclosure, the LEA must honor that option until otherwise notified. “Directory information” does not generally include information related to race, gender, social security numbers, grades, religion, national origin, country of citizenship, and immigration status.

School officials and personnel with a “legitimate educational interest” may access student records without additional consent. “Legitimate educational interest” includes teachers, counselors, and administrators who work with students; the performance of tasks related to education or discipline; providing services to students or families; performing administrative tasks; and other legitimate educational interests at outlined in Alma’s Policy.

Alma’s Governance Council, through this policy, has determined what constitutes directory information. "Directory information" may include information such as name, age, school, grade level, address, telephone listing, degrees, honors and awards received, participation in officially recognized activities and sports, and dates of attendance.

It is Alma’s policy ***not to*** automatically release a student’s designated directory information unless written consent is received by the parent, guardian, or eligible student to the contrary. If you elect to disclose your/your child’s directory information, you must notify Alma’s school officials of your decision to release directory information by completing this form. *This signed authorization to release directory information will remain in effect until it is revoked in writing.*

I, (parent/guardian/eligible student name) _____, do hereby request that “directory information” be disclosed by Alma d’Arte Charter High School. I understand that Alma has designated the following as directory information: student’s name, age, school, grade level, address, telephone listing, degrees, honors and awards received, participation in officially recognized activities and sports, and dates of attendance. This authorization will remain in place until I notify Alma’s school officials in writing to revoke this authorization to release directory information.

Parent/Legal Guardian/Eligible Student Printed Name

Name of Student and Grade Level

Parent/Legal Guardian/Eligible Student Signature

Date

Alma d’Arte – Received by _____

Date _____