

# George Washington Academy

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## Parental Request to Prevent Disclosure of Directory Information

To: All Parents with Students in George Washington Academy

School Year \_\_\_\_\_

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that George Washington Academy (GWA), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, GWA may disclose appropriately designated "directory information" without written consent, unless you have advised GWA to the contrary in accordance with school procedures. The primary purpose of directory information is to allow GWA to include this type of information from your child's education records in certain school publications. Examples include: the annual yearbook, honor roll or other recognition lists, graduation programs, etc.

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

If you do not want GWA to disclose directory information from your child's education records without your prior written consent, you must notify GWA in writing. GWA has designated the following information as directory information:

**A new form for non-release must be completed each school year.**

***Please indicate your request to withhold any or all of the listed items by checking the boxes next to that item and returning this form to the GWA office.***

- Student's name
- Student's address
- Student's telephone number
- Date and Place of birth
- Student's parent's name
- Student's teacher
- Grade Level
- Parent's email
- Dates of attendance
- Awards received
- Most recent educational institution attended by the student
- Photographs \*Please note: checking this box may prevent your child from being included in group photos or being recognized for awards in our newsletters and posts on GWA's social media pages.
- Student ID number
- Other \_\_\_\_\_

Parent's Name \_\_\_\_\_ Student's Name \_\_\_\_\_

Please Print

Please Print

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_