

## FERPA Notice for Directory Information

Under the Family Educational Rights and Privacy Act (FERPA), the School may disclose information that is generally not considered harmful or an invasion of privacy if released (“directory information”) unless you advise the School to the contrary in writing (please write to the Main Office within 30 days of your scholar's first day of school).

Directory information may be used in certain school publications, including, but not limited to:

- A playbill, showing your student’s role in a school production;
- A yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and/or
- Sports activity sheets, such as for chess, showing age and grade of team members.

Directory information may also be disclosed to third parties, including, but not limited to, companies that operate educational websites or publish yearbooks.

The School has designated the following information as directory information:

- Name;
- Address;
- Telephone listing;
- Photograph;
- Date and place of birth;
- Dates of attendance;
- Grade level;
- Participation in sports and activities;
- Weight and height of members of athletic teams;
- Electronic mail address;
- Parents’/ Guardians’ contact information;
- Emergency contact information;
- Degrees, honors, and awards received;
- School of attendance;
- Student ID number, user ID, or other unique personal identifier. A student’s Social Security Number, in whole or in part, is not used for this purpose.

## Success Academy Charter Schools FERPA Notification

Under the Family Educational Rights and Privacy Act (“FERPA”), parents/ legal guardians and eligible students may:

1. Inspect and review your scholar’s education records. To request your scholar’s education records, please visit the Main Office to pick up a “Student Records Request Form.”

2. Seek amendment of a scholar's education records if you believe the scholar's education records are inaccurate, misleading, or otherwise in violation of privacy rights. Please submit your request for an amendment in writing to the Main Office.
3. Consent or not consent to disclosure of personally identifiable information in your scholar's education records to outside parties, unless FERPA permits such disclosure without consent. Upon request, Success Academy Charter Schools discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. *School officials* are any adults who work at Success Academy Charter Schools or any of its schools. School officials also include third parties such as contractors, consultants, and volunteers that perform functions that Success Academy employees would otherwise perform as part of their job responsibilities. School officials have a *legitimate educational interest* if they review the education records as a part of their professional responsibilities.
4. File a complaint with the U.S. Department of Education concerning a perceived failure to comply with FERPA.