JORDAN SCHOOL DISTRICT
Patrice A. Johnson, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: July 14, 2015

TO: Jordan School District Principals

FROM: Administrators of Schools
Luann Leavitt, Planning and Student Services

SUBJECT: Release of "Directory Information" under the Family Education Rights and Privacy Act (FERPA)

This memo is sent to remind you to forward the names of students whose parents have requested not to have directory information released. Those letters are due from parents 14 days after the first day of school. The 14th day is Monday, September 14, 2015 for all school calendars where applicable. Requests will be held and information not released until Wednesday, September 16, 2015, which gives 2 days leeway for schools to get the requests to Planning &Student Services before information is released. Please forward them as they come in.

There seems to have been some confusion in the past concerning the difference between students not wanting to be listed in the school directory and **actual written notification** from parents or eligible students who do not want **directory type information** released from the school/district to outside agencies.

According to the FERPA letter that is sent out every year with registration materials, the school/district may disclose directory information without prior written consent unless a parent or eligible student has notified the local school principal **in writing within fourteen (14) days after the beginning of the school year.** Merely marking a box on a PTA survey or on a school directory form does not constitute **"written consent or notification"**. As principal, you must have in your possession **written notification** from the parent or eligible student stating they do not want directory information released to outside agencies in order for that information to be withheld. A list of these students is to be sent to my office (you may send a copy of each letter or note if you choose) **not** the list of students who have chosen to be excluded from the school directory. There is a big difference.

Please send the list to Planning and Student Services as soon after the second week of school as possible. Include the student's name, student number, and grade on the list as well as the name of the school submitting the names. Any written notification that comes to you after the two-week period should be sent to my office as soon as possible so the student can be added to the "Do Not Release Information" list.

Schools should forward requests for directory information from outside entities to Student Services. Please do not fill the requests at the school. These requests typically come from branches of the military, colleges, universities, community organizations, etc. I appreciate your support and ask for your immediate attention to this important requirement.

Student directories at the school are usually done by the PTSA organizations. At the elementary level, parents must "opt in" in order for the student's name to be included in the directory. At the secondary level, parents must "opt out" in order for their student's information to be withheld from the PTSA directory. These "opt in" or "opt out" notifications should be retained at the school level, not sent to my office.