

ALBUQUERQUE TALENT DEVELOPMENT ACADEMY

Annual Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that ATDA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, ATDA may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School to include this type of information from your student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - 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.

If you do **not** want ATDA to disclose directory information from your student's education records without your prior written consent, you must notify the ATDA in writing no later than one week after registering with the school. ATDA has designated the following information as directory information:

[Note: ATDA may, but does not have to, include all the information listed below.]

- Student's name/Parents' name
- Participation in officially recognized activities
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Honors, and awards received
- Date and place of birth
- Grade level

By signing this document I, parent/guardian of _____, a student at Albuquerque Talent Development Academy, acknowledge that I have read and understand the FERPA policy stated above. I am requesting that ATDA **NOT** disclose directory information about my student such as name, address, telephone number, email address, date and place of birth, honors and awards, and dates of attendance.

I understand that this directive shall remain in effect until I withdraw or modify it in writing.

Printed Name of Parent/Guardian _____

Parent/Guardian Signature _____ Date _____