



## STUDENT DIRECTORY INFORMATION NOTICE

According to the Federal Family Education Rights and Privacy Act (FERPA) the Wenatchee School District may disclose some personally identifiable information about students (“student directory information”), without written consent. Information may be given to outside organizations, but the primary use of directory information is to allow the school district to include this information in certain school publications, including:

- The annual yearbook
- Honor roll or other recognition lists
- Printed programs for graduation, sports competitions or school plays
- School-related social media posts and video productions, print and online communication and media coverage of district/school events or activities.

Wenatchee School District defines “student directory information” as:

- Name, address, email address and phone number
- Date of birth
- Dates of enrollment and enrollment status
- Diplomas and awards
- Participation in activities and sports
- Height and weight (for athletes)
- Grade level and most recent school or program attended
- Photograph or video image

Wenatchee School District will release directory information upon request to Law Enforcement and Child Protective Services without the consent of parents when the law requires it.

If you do not want the school district to disclose directory information, including your student’s photo or video image, without prior written consent, you must notify your school in writing by completing an opt-out form and returning it to your school’s office. Paper forms are available at school offices or on the school district’s website [wenatcheeschools.org](http://wenatcheeschools.org). This includes sharing directory information with media outlets and partner organizations. Parents must complete an opt-out form annually.

## STUDENT DIRECTORY INFORMATION REQUESTS BY OUTSIDE ORGANIZATIONS

If you ask the school district not to release student directory information, you will not receive some mailings that are routinely sent to students and their families from outside organizations, including notifications from government agencies and information about school pictures and yearbooks (which may prevent your child from being included in the yearbook).

The law permits the school district to disclose student directory information without parental consent to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his

or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **STUDENT DIRECTORY INFORMATION REQUESTS BY MILITARY RECRUITERS**

Federal law requires the school district to provide military recruiters with student's name, address and phone number unless parents have informed the district not to do so.

If you do not want the school district to disclose directory information, or if you want your child's contact information withheld specifically from military recruiters, you must notify your school in writing by completing an opt-out form and returning it to your school's office. Forms are available online at [wenatcheeschools.org](http://wenatcheeschools.org) or at school offices.