



### **FERPA Annual Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Colorado International Language Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Colorado International Language Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Colorado International Language Academy to the contrary in accordance with Colorado International Language Academy procedures. The primary purpose of directory information is to allow Colorado International Language Academy to include information from your child'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, as amended (ESEA) to provide military recruiters, upon request, with the following information – 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 Colorado International Language Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Colorado International Language Academy in writing. Colorado International Language Academy has designated the following information as directory information:

- **Student's name**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Degrees, honors, and awards received**