



Dear Parents, Guardians, and Students who are 18 years of age or older,

You are receiving this notice as required by the Family Educational Rights and Privacy Act (FERPA), a Federal law. Under FERPA, you have certain rights regarding your child's education records, including the right to consent to the disclosure of personally identifiable information from those records. There are certain exceptions to the consent requirement, and you can find a summary of those exceptions as well as your rights under FERPA at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>

Under one of the exceptions, the Lynchburg City Schools may disclose "directory information" to a third party without written consent, unless you have advised the school division to the contrary, in accordance with school division procedures. Please see the included FERPA Notice, updating what is considered directory information. A similar FERPA Notice was shared with you at registration. If you would like to opt out of having directory information shared with a third party, please contact your child's school within 15 days of receiving this Notice.

The school division may also share student education records without prior written consent with school officials with a legitimate educational interest in the information. The school division defines "school official" as a person employed by LCS such as a teacher, teacher's aide, administrator, school nurse, counselor or support staff; a person serving on the School Board; a guidance counselor intern or psychologist intern; a student teacher; a person, organization or company with whom LCS has contracted to perform an institutional service or function such as an attorney, auditor, consultant, therapist, or counselor; or a third party website operator who has contracted with LCS or its agent to provide online programs for the benefit of students. The school division defines "legitimate educational interest" as the need to review the record in order to fulfill his or her professional responsibility on behalf of Lynchburg City Schools.

Upon request from school officials at another school, the school division discloses student education records without parent/guardian/eligible student 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.

If you have questions please contact the superintendent's office at (434) 515-5070.

Thank you.

## FERPA NOTICE

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Lynchburg City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. **However, Lynchburg City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school division to the contrary in accordance with school division procedures.** The primary purpose of directory information is to allow the Lynchburg City Schools to include this type of 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* (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 Lynchburg City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing within fifteen (15) days of receiving this notice.** Lynchburg City Schools has designated the following information as directory information:

- **Student's name**
- **Names of student's parents or guardians**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Classroom assignments and teachers**

\*These laws are Section 9528 of the *Elementary and Secondary Education Act* (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).