

Pittsfield Elementary School

Disclosure of Directory Information

Pittsfield Elementary School recognizes our responsibility to protect the privacy of student information records in accordance with the Family Educational Rights and Privacy Act. This and other laws ensure that information collected by Pittsfield Elementary School can be released only for specific and legally defined purposes.

Under the Family Education Rights and Privacy Act, the following information is defined as an educational record:

- o Date and place of birth, parent(s) and/or guardian(s) addresses, and where parents/guardians can be contacted in emergencies;
- o Grades, test scores, courses taken, academic activities, and official letters regarding a student's status in school;
- o Special education records;
- o Disciplinary records;
- o Medical and health records collected or maintained in school;
- o Documentation of attendance, schools attended, and awards conferred;
- o Proof of residency;
- o Personal information, such as birth certificates and photographs that would make it easy to identify or locate a student.

Part of this information - which is classified as directory information - may be made public to external agencies and institutions upon request. Pittsfield Elementary School classifies only the following parts of our students' educational records as directory information that may be made public:

- o Name;
- o Grade;
- o Class assignment;
- o Academic activities;
- o Participation in officially recognized and school-sponsored activities;
- o Awards conferred;
- o Photo.

All other information identified above as a student educational record will not be released without specific parent/guardian consent.

Parents/guardians may direct the Pittsfield Elementary School to remove all or part of this information from designation as directory information that they do not wish to be available to the public without their consent.

To remove any of the information identified above as directory information, please notify the school office by completing this form and signing below (or otherwise notify in writing) and return it to the school office.

Please call the school office with any questions regarding privacy, educational records, and directory information.

TO: Pittsfield Elementary School

I/we request that you take the action indicated below regarding the disclosure of directory information

Child's name:

Check one:

- I approve of release of directory information identified above
- Remove all directory information
- Remove the information circled above

Parent / Caregiver's Signature

Date