

Adopted: July 12, 2016

Revised: \_\_\_\_\_

Reviewed: August 14, 2018

**LAFAYETTE CHARTER SCHOOL POLICY No. 5.3.3**  
**DIRECTORY INFORMATION**  
**Family Educational Rights and Privacy Act (FERPA)**

**I. PURPOSE**

Under the federal *Family Educational Rights and Privacy Act* (FERPA), certain student information designated as “directory information” may be disclosed without a parent’s written consent. The purpose of this policy is to designate certain student information as “directory information.” Lafayette Charter School shall annually provide parents notice that the School has designated certain types of student information “directory information”. The notice will also inform parents of their right to refuse to allow the School to designate the information as “directory information” and indicate the period of time within which the parent has to notify the School of the parent’s refusal.

**II. POLICY STATEMENT**

It is the policy of Lafayette Charter School to comply with the provisions of FERPA and the Minnesota Government Data Practices Act concerning directory information.

**III. DESIGNATION OF DIRECTORY INFORMATION**

Lafayette Charter School has designated the following information as directory information:

- Student’s Name;
- Address;
- Telephone Listing;
- Photograph;
- Degrees, Honors, and Awards Received;
- Date and Place of Birth;
- Most Recent Educational Agency or Institution Attended;
- Dates of Attendance;
- School;

*This policy does not constitute legal advice; any questions regarding this policy should be directed to your attorney.*

- Grade Level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams; and
- Pictures or video images for school district-approved publications, newspapers, or website.

**IV. RELEASE OF DIRECTORY INFORMATION TO OUTSIDE ORGANIZATIONS**

- A. Directory information may 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.
- B. If a parent does not want Lafayette Charter School to disclose directory information from child’s education records without prior written consent, parents must notify the school by September 15. To make this request, the parent should contact the school office.

***Legal References:*** Minn. Stat. §124D.10 (Charter School Law)  
 20 U.S.C. §1232g *et seq.* and 34 CFR Part 99 (Family Educational Rights and Privacy Act)  
 Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. §7908), as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110)  
 10 U.S.C. §503, as amended by §544 of the National Defense Authorization Act for Fiscal Year 2002 (P.L. No. 107-107)  
 Minn. Stat. §13.32 (Education Data Provisions of Minnesota Government Data Practices Act)