

DORCHESTER SCHOOL DISTRICT FOUR

500 Ridge Street
Saint George, South Carolina 29477

Morris Ravenell, Ed.D
Superintendent



Office Telephone:
(843) 563-4535
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(843) 563-9269

August 7, 2017

Subject: Notice for Directory Information

Dear Parents and/or Guardians:

I have attached a copy of our district policy on publishing student's pictures. We often publish these pictures on our school website, in local newspapers, and in programs for various events. The pictures are of sports teams, graduations, clubs, and special events.

If you do not want your child/children's pictures published in any of the list media, please sign below and return this correspondence to your child/children's school by:

_____:

Cordially,

Morris Ravenell, Ed.D
Superintendent

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Please place a check in the box below, then sign, date and return to your child's teacher by

_____.

PRINT CHILD'S NAME _____

I do not want my child's picture or information used for any publications.

(PRINT PARENT'S NAME)

(PARENT'S SIGNATURE/DATE)

**Dorchester School District Four
Notice For Directory Information
August 8, 2017**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include the following:

- a playbill, showing your student's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets
- photographs of sports teams, bands, ROTC, clubs

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/legal guardian'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 a district receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military records upon request, with names, addresses and telephone listings, unless parents/legal guardians have advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by _____.