



## HAMILTON COUNTY DEPARTMENT OF EDUCATION

3074 Hickory Valley Road - Chattanooga, TN 37421

423-498-7020

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Dear Parent or Guardian:

In compliance with the requirements of The Family Educational Rights and Privacy Act (FERPA), Hamilton County Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow Hamilton County Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- The annual yearbook
- Honor roll or other recognition list
- Graduation programs
- Sports activity sheets

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, colleges, and universities. 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 three directory information categories—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 Hamilton County Schools to disclose directory information from your child’s education records without your prior written consent, **you must sign and return the following statement TO YOUR STUDENT’S SCHOOL by August 25, 2017.**

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**Please sign below and return this letter to the student’s school immediately.**

Your signature indicates your **denial of consent** for \_\_\_\_\_  
(name of school)

to grant access to directory information as defined above for \_\_\_\_\_  
(student’s name)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
Date

***AFTER COMPLETION OF THIS LETTER, PLEASE RETURN TO STUDENT’S SCHOOL.***