

RITTMAN EXEMPTED  
VILLAGE SCHOOLS  
100 Saurer Street  
Rittman, OH 44270



#### ADMINISTRATION

James J. Ritchie  
Superintendent  
330.927.7401

Mark Dickerhoof  
Treasurer  
330.927.7415

Rick Campbell  
Director of Operations  
330.927.7401

#### BOARD MEMBERS

Doug Stuart  
Dave Plahuta  
Abby Avery  
Andrew Baillis  
Craig Beltz

## Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Rittman Exempted Village School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Rittman Exempted School 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 Rittman Exempted Village School District 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.<sup>1</sup>

If you do not want Rittman Exempted Village School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **[insert date]**. Rittman Exempted Village School District has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- **Student's Name**
- **Address**
- **Telephone Listing**
- **Electronic Mail Address**
- **Photograph**
- **Date & 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.**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or part, cannot be used for this purpose.)**

<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).