

TO: ALL PARENTS/GUARDIANS AND ELIGIBLE STUDENTS*

RE: NOTICE OF DISCLOSURE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Windsor Prep, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, FERPA allows Windsor Prep to disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary. FERPA defines "directory information" as information contained in students' education records that would not generally be considered harmful or an invasion of privacy if disclosed. See FERPA, 34 C.F.R. 99.3. Windsor Prep has designated the following information as directory information:

- Student's name
- Name of Parent or Guardian
- Address
- Date and place of birth
- Telephone listing
- Electronic mailing address
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
- Grade level; and
- The most recent educational agency or institution attended

The primary purpose of directory information is to allow Windsor Prep to include this type of information from your child's education records in certain school publications. Examples of school publications 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 basketball, showing weight and height of team members.
- School brochure
- School calendar

Directory information can also be disclosed to outside organizations without a parent or 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 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 or guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.

As part of our continuing efforts to improve our communications and school safety, Windsor Prep will be using a school-to-home communication system called Honeywell Instant Alert. This new system is a web-based communication service allowing us to reach you instantly with important school information. For this program to work successfully we will provide Honeywell with your name, your child's name and your telephone number. The information provided to Honeywell is completely secure and will not be given to anyone else. Once the information is registered with Honeywell, you will be able to add other methods of contact. Other methods of contact may include cell phone number and e-mail address.

Providing this information to Honeywell will allow for timely and safe communication in the event of an emergency which will benefit schools, administration, parents, guardians, and most importantly, our children.

If you **DO NOT** want Windsor Prep to disclose directory information from your child's education records without your prior consent, in publications, to Honeywell or other sources, you must notify the school in writing within 14 days of the date of this notice.

September 4, 2018