

ICA Notice for Directory Information

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

- ICA website or other publicity materials
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Club Membership.

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.

Military recruiters and institutions of higher education

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, or institutions of higher education, 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. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

Opting Out

If you do not want ICA to disclose address, phone number, email address, and birthdate in ASPIRE mark "restrict directory info". Marking "Restrict directory data & photos" will indicate non-disclosure of all of the types of directory information (see below) without your prior written consent. You may also notify ICA in writing by the first day of each school year. [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 and 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 but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**