



## NOTICE OF DIRECTORY DATA INFORMATION

Wisconsin Statute 118.125 and the Family Educational Rights and Privacy Act (FERPA) require the Manitowoc Public School District, with certain exceptions, to obtain your written permission prior to the sharing of personally identifiable information from your child's educational records. However, the MPSD may share appropriately designated directory information/data without written consent, unless you have advised the MPSD not to do so in accordance with Board of Education Policy. The primary purpose of directory information is to allow the MPSD to include information from your child's educational records in certain school publications including: yearbook, play or musical programs, class/group pictures, recognition lists/honor rolls, sport rosters, posting of class lists prior to the start of school.

Directory information, which is information that is generally not considered by Wis. Stat. § 118.125 and FERPA as harmful or an invasion of privacy if released, can also be shared with outside organizations without a parent/guardian's prior written permission. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal and state law require school districts to provide institutions of higher education and military recruiters, upon request, student names, addresses and telephone numbers, unless a parent/guardian have advised the MPSD that they do not want their information shared without their prior written consent.

If you do not want the Manitowoc Public School District to disclose directory information from your child's educational records without your prior written consent, you must notify the MPSD in writing prior to the third Friday in September of each school year or within 14 days if the child enters the MPSD after the school year has begun. MPSD has designated the following information as directory data:

- Students name
- Photograph
- dates of attendance
- weight and height of members of athletic teams
- address
- phone number
- participation in sports
- degrees, honors and awards
- email address
- date of birth
- major field of study
- Participation in activities