VIROQUA AREA SCHOOLS

100 Blackhawk Drive, Viroqua, WI 54665 www.viroquaareaschools.com 608-637-1186 Fax:608-637-8554

PUBLIC NOTICE REGARDING DIRECTORY DATA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Viroqua Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable data from your child's education records. However, the Viroqua School District may disclose appropriately designed "directory data" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory data is to allow the Viroqua School District to include this type of information from your child's education records in certain school publications. Examples include:

- A program for a drama production
- Honor roll or other recognition
- Sports or activity programs
- The yearbook
- Graduation programs

Directory data, 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 three directory categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's data disclosed without their prior consent.

If you do not want the Viroqua Area School District to disclose directory data from your child's education records without your prior consent, you must notify the District Office at 100 Blackhawk Drive., Viroqua in writing by the third Friday of September or within 14 days of enrollment.

The Viroqua Area School District has designated the following information as directory data.

- Student's name
- Telephone
- Photograph
- Field of study
- Grade level
- Degrees, honors and awards
- Address
- E-mail address
- Date and place of birth
- Date of graduation
- Activity participation
- Weight, height for athletic teams