



Manchester Community Schools FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Annual Notification of Rights and Designation of Directory Information

Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record to those with legitimate educational interests. However, FERPA allows school districts to disclose, without consent, "directory" type information. Manchester Community Schools, Washtenaw County, Michigan, has designated the following personally identifiable information contained in a student's education record as "directory information":

Student name, address, telephone listing, e-mail address, date and place of birth, Parent/Guardian name, address, telephone listing, e-mail address, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, grade placement, most recent previous school attended, photographic, video, or electronic images of students, information generally found in yearbooks.

Unless you advise the District that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information. Upon such objection, this information will not be released without the prior consent of the parent or eligible student.

You have two weeks from the receipt of this notice to advise the District in writing of any or all those types of information about the student which you refuse to permit the District to designate as directory information. Your objections should be addressed to:

Tracy Zigila
Superintendent's Office
Manchester Community Schools
710 E. Main St.
Manchester, Mi. 48158

Note: We frequently get questions about how this directory information may be used. Typical examples include, but are not limited to the following: the student's name and photo in the school yearbook, pictures or articles of achievements in the school newsletter or local newspaper, inclusion of the student's name on the honor roll, including the student's name and address in the elementary class list, inclusion of an athlete's name, height and/or weight in the sports program, list of members of a club or team, the class or club photos, etc.