

Annual Notice for Directory Information and Student Privacy



Office of the General Counsel
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850
MCPS Regulation JOA-RA, Student Records

MCPS Form 281-13
July 2018
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See Reverse Side for Annual Notification of Your Rights under the Family Educational Rights and Privacy Act (FERPA), (20 U.S.C. §1232g; 34 CFR Part 99)

DIRECTORY INFORMATION

Schools provide *directory information* for public listings such as honor roll, awards, and other notices in the newspaper or on the Montgomery County Public Schools (MCPS) website. A student's name, address, and telephone number may also be released to Parent/Teacher Associations (PTA). **Unless you tell them not to**, schools can release the information without your prior consent.

Directory Information includes the following items: student's and/or parent's name, address, e-mail address, and telephone number; student's date and place of birth; major field of study; grade level; participation in officially recognized activities and sports; degrees and awards received (including honor roll); most recent school attended; dates of attendance; photograph, or other likeness; the weight and height of members of athletic teams; and other similar information.

If you do not want your school to release your *directory information*, complete the information below and return this notice to your school **by September 14, 2018**. Additional copies of this notice can be found on the *MCPS website*, and are available in Spanish, French, Vietnamese, Chinese, Korean and Amharic.

This form must be completed every year.

Your school **will assume you agree** to the release of the directory information, unless this form is returned by Friday, **September 14, 2018**.

If you need to change your decision at a later date, just contact your school directly.

If you enroll after September 14, 2018, you can complete this form at the time of enrollment.

Montgomery County Public Schools

Request to Withhold Directory Information for the 2018–2019 School Year

Choose **ONE** of the following categories:

- Please **do not** release any directory information. (See definition above)
- Please **do not** release the following **part or parts** of directory information. (check all that apply)
- Name Phone number(s) Photograph Address Date of Birth
- Place of Birth E-mail address(es) Parent/Guardian names Grade Level

EXCEPTIONS TO WITHHOLD REQUEST MARKED ABOVE:

- Release for the PTA Directory Release for Honor Roll publication Release photo for yearbook

Student's Name _____ Grade _____ ID# _____

School -- Choose One -- _____

Parent/Guardian/Eligible Student Signature _____ Date ____/____/____

If you do not restrict the release of certain information about your child, you are giving the school system and local schools the ability to perform daily operations and routine tasks without obtaining parental permission to release each piece of directory information every time it is released.

If you do not want your student's name in the Damascus PTSA Student Directory, please submit this form to the school by September 7th