



AMERICAN PREPARATORY  
ACADEMY

## **APA FERPA Notice - Directory Information**

To protect student privacy, American Preparatory Academy enters into a legally binding privacy agreement with providers that receive student information to deliver educational or operational services. In order to operate and provide services, essential systems collect student data such as Student Numbers and participation data, regardless of the permissions below. A list of these essential educational partnerships can be viewed through the Metadata Dictionary found on the APA FERPA page: <https://www.americanprep.org/ferpa/>

Under the Family Educational Rights and Privacy Act (FERPA), American Preparatory Academy is required, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, American Preparatory Academy may disclose appropriately designated "directory information" without written consent unless you opt-out of allowing the school or district to share your information.

### **What is Directory Information?**

Directory Information facilitates school publications and operational activities such as honor roll lists, class photos, etc. Parents can opt-out of allowing the school or district to share Directory Information. American Preparatory Academy defines Directory Information to include the following:

- Student Name, Date of Birth, Address
- Student Email Address and Phone Number
- Student Grade Level
- Dates of Attendance
- Student ID Number
- Degrees, Honors, Awards
- Photos and Videos, including school marketing material
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance

### **Purpose of Directory Information**

The primary purpose of sharing directory information is to allow the school to share good news with our American Prep families in certain school publications. Examples include, but are not limited to:

- A playbill, showing your student's role in a drama production;
- Hallway displays for exemplary work;
- The annual yearbook;
- School marketing materials;
- Honor roll or other recognition lists;
- Classroom directories;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing the weight and height of team members.

## **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.

Laws Referenced: Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

## **Opting Out**

If you do not want APA to disclose any or all of the types of information designated above as directory information from your child’s education records without your prior written consent, you must notify the Administrative Director in writing within 10 (ten) business days of (re)enrolling your student.