

# Bristol Township School District

6401 Mill Creek Road  
Levittown, Pennsylvania 19057-4014

Administrative Offices

215-943-3200

## Directory Information Notice

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Bristol Township School District (the "District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

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

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations may 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 information categories - 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.

**If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 20 days from the first day of School or if you are a new student, within 20 days from the date of enrollment.** A Request Form to withhold the disclosure of student directory information is available in the Main Office of each School and is included with this Notice.

Pursuant to School Board Policy # 216, the District has designated the following student information as directory information:

- Student's name
- Address
- E-mail address
- Photograph
- Major field of study
- Grade level
- Enrollment status
- Photograph
- Participation in official recognized activities and sports
- Telephone listing
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Dates of attendance
- The most recent educational agency or institution attended
- Date and place of birth