



## FERPA Act and Media Non-Consent

Dear Parent or Guardian:

Primary Prep Elementary and Middle School traditionally celebrates the accomplishments of its students by sharing information with the community. To do this, the school may submit media releases that include student names, student work, and student photographs to the local media. Primary Prep may also publish information at various school functions. Examples include the following:

- A program from a concert, sporting event, or playbill showing a student's role in a production, event, or performance;
- The annual yearbook;
- Public galleries or exhibitions of student work; and
- Honor roll, recognition lists, or graduation programs.

While the intent of this practice is to be informative and celebratory, Primary Prep recognizes that concerns may arise regarding a student's right to privacy.

Pursuant to the Federal Family Educational Rights and Privacy Act (FERP A), schools are permitted to release "school directory information" unless parents exercise their right of refusal. Under the FERPA law, this information could include: student's name, residential address, E-mail address, phone numbers, photographs/images, school locations, field of study, degrees, honors and awards received and participation in athletics and other activities.

It is the intent and practice of the Primary Prep to publish, post or distribute a student's name, photograph, audio and/or video recording, displays of student work or other information only as related to student achievement (e.g., academic/athletic recognition or award) or student accomplishment (e.g., a special selected piece of work).

If you agree to allow the school to publish such information during the 2019-2020 school year, you need **not** reply.

However, if you **DO NOT** grant permission for the Primary Prep to release such information to the media, to publish such information in school-sponsored publications; or to display such information at various school functions. you must complete, sign and return the attached media Release non-Consent form to your child's teacher no later than October 1, 2020

Please keep this letter for informational purposes.

Please note that the Media Release Non-Consent form is sent home annually with all students. You may rescind this agreement at any time throughout the school year by sending a letter to the school office. Such rescission will take effect upon receipt by the school. If you have any questions or concerns, please contact the school office.

Sincerely,

Maureen Hoffman  
Director