

# MANASQUAN HIGH SCHOOL



*"Excellence in Education "*

*Rick Coppola, Principal*  
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Re: The Family Educational Rights and Privacy Act (FERPA)

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that the Manasquan School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Manasquan School 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 Manasquan School District to include this type of information from your child's education records in certain school publications. Examples include:

- 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 & height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations 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 & 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 Manasquan School District to disclose directory information from your child's education records without your prior written notice, then you must notify the district in writing. The Manasquan School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date & place of birth
- Major field of study
- Date of attendance & grade level
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Degree, honors, and awards received
- Most recent educational agency/institution attended

Should you have any additional questions, please do not hesitate to contact my office.

Sincerely,

Rick Coppola  
Principal