



PALMYRA BOARD OF EDUCATION

PALMYRA, NJ 08065

Brian J. McBride
Superintendent of Schools

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William R. Blatchley
*Business Administrator/
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Dear Parent/Guardian:

The *Family Educational Rights and Privacy Act* (FERPA), a Federal Law, requires that the Palmyra 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 Palmyra 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 Palmyra 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;
- Sports activity sheets such as those for wrestling showing height/weight of team members;
- Release of Pupil Directory Information to County Vocational School Districts (N.J.S.A. 18A:54-20.3)

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 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 Palmyra School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing. The Palmyra School District has designated the following information as directory information [Note: an LEA may, but does not have to, include all the information listed below] [Note: If your child is over 18, he or she must make the request]:

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

*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908) as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110); the educational bill; and 10 U.S.C. 503 as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Also in compliance with the requirements and intent of FERPA (Section 93.380), the Palmyra Board of Education makes the following information available to all parents and guardians of all children enrolled in Palmyra Public Schools:

8310 Public Records

It is necessary that the school district collect, retain and use extensive and often personal information about individual pupils and their families to promote the educational welfare and advancement of the pupil and to assess the effectiveness of the school. Concomitantly, it is in the interest of the pupil and the school district to regulate the collection and use of pupil records so as to avoid abuses, assure sound records and offer protection of the rights of privacy of the pupils and parents against unwarranted invasion. It is the policy of the Board:


1. To guarantee access to the pupil record to the parent(s) or legal guardian(s) of a pupil under the age of 18, to pupils 18 years or over, and only to such other organizations, agencies and persons authorized under the rules of the State Board of Education, or by the parent or adult pupil
2. That pupil records contain only such information as is relevant to the education of the pupil.
3. That data placed in the pupil record is objectively based on the personal observation or knowledge of the originator of the record.
4. That pupil records be subject to challenge by the parent, guardian, or adult pupil on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion or improper information, or denial of access to authorized organizations, agencies or persons.
5. Allow for the designation, release and public notice of directory information as defined herein.
6. Accord educational, occupational and military recruiters access to school facilities and student directories pursuant to N.J.S.A. 18A:36-19.1, provided that any adult pupil or parent may request in writing to the chief school administrator to be excused from participating in all recruitment programs or having their name appear in student information directories for all recruitment purposes.

To have "access" to the pupil record shall mean the right to inspect and view the record to make notes and/or have a reproduction of the pupil record made, except that copying of materials which are subject to copyright laws is prohibited. Copies of records will be made available upon the payment of the prices established below:

- First to tenth page \$0.75 per page
- Eleventh to twentieth page \$0.50 per page
- All pages over twenty \$0.25 per page

Upon request, school personnel will be available to review your child's record and interpret such information.

Sincerely,



Brian J. McBride
Superintendent of Schools