

**AMERICAN LEADERSHIP ACADEMY
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that American Leadership Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, American Leadership Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the American Leadership Academy to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing the 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.
- ACT scores included on transcripts.

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 and Institutions of Higher Education, 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 American Leadership Academy to disclose any or all of the types of information designated below as directory information from your child's educational records without your prior written consent, you must notify the school in writing no later than September 15th. American Leadership Academy has designated the following information as directory information: Please be aware that signed requests are required annually.

Student's name	Photograph
Address	Major field of study
Telephone listing	Dates of attendance
Electronic mail address	Participation in officially recognized activities and sports
Date and place of birth	Weight and height of members of athletic teams
Grade level	Degrees, honors, and awards received

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records, except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.