

The Family Educational Rights and Privacy Act (FERPA), and federal law, requires the Board of Directors, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without consent, unless you have advised the School to the contrary in accordance with its procedures. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Because the School and its educational service provider (ESP) maintain educational records or student directory information for any student attending the school, the law requires the School to disclose to you a list of uses or instances in which the School or its ESP may commonly disclose your student's directory information. In addition, the law gives you the opportunity to elect not to have your student's directory information disclosed for 1 or more of these uses or instances.

Directory information can include the following types of information:

- Student's name, address and telephone number;
- Names of student's parents;
- Student's date and place of birth;
- Student's class designation (i.e. 1st grade, 8th grade, etc.);
- Student's extra-curricular participation;
- Student's achievement awards or honors;
- Student's weight and height if a member of an athletic team;
- Student's photograph;
- Previous educational institutions attended by the student;
- Student's dates of attendance;
- Name of school student currently attends;
- Student's electronic mail address;
- Student projects, artwork, web pages, and photographic or video images created by the school or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.
- Other information generally found in yearbooks.

The School and/or its ESP, National Heritage Academies (NHA), and/or the School commonly use student photos and videos for the purposes below. Except for photographs or video/audio recordings taken by the media, the School or NHA will own the photographs, video/audio, printed materials, and websites that include your child's image. The photographs and video/audio recording may be viewed by members of the general public.

- Parent and community outreach to promote the school, other NHA-managed schools, and NHA and its educational environment
- Photos/videos of classroom events and student presentations may be placed on the school website or social media, to include but not limited to Facebook, Instagram, YouTube, and Twitter, to enable you to experience your child's school activities
- Recruitment, training and development of teachers, staff and volunteers
- To keep school boards, authorizers, and other interested parties informed about the school and NHA

**The school may disclose any of the above without prior written consent unless the school is notified to the contrary by you in writing.**

#### **How to Refuse Disclosure of Your Student's Directory Information:**

Any parent or legal guardian (or student if 18 years of age or an emancipated minor) is entitled to separately refuse disclosure of student directory information noted above by completing the attached opt-out form or by sending a copy to to the School. If you have any questions regarding this policy, please contact the School.

# DIRECTORY AND MEDIA OPT-OUT FORM

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Student Name: \_\_\_\_\_

Items with a check or an "x" are to be removed by the School and/or its ESP from its list of uses for student directory information for the 2024-2025 school year:

- No restrictions
- Remove all student directory information
- Remove the following specific items:
  - \_\_\_ Student's name, address and telephone number;
  - \_\_\_ Names of student's parents;
  - \_\_\_ Student's date and place of birth;
  - \_\_\_ Student's class designation (i.e. 1st grade, 8th grade, etc.);
  - \_\_\_ Student's extra-curricular participation;
  - \_\_\_ Student's achievement awards or honors;
  - \_\_\_ Student's weight and height if a member of an athletic team;
  - \_\_\_ Student's photograph;
  - \_\_\_ Previous educational institutions attended by the student;
  - \_\_\_ Student's dates of attendance;
  - \_\_\_ Name of school student currently attends;
  - \_\_\_ Student's electronic mail address;
  - \_\_\_ Student projects, artwork, web pages, and photographic or video images created by the school or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.
  - \_\_\_ Other information generally found in yearbooks.
  - \_\_\_ Parent and community outreach to promote the school, other NHA-managed schools, and NHA and its educational environment
  - \_\_\_ Photos/videos of classroom events and student presentations may be placed on the school website or school Facebook page to enable you to experience your child's school activities
  - \_\_\_ Recruitment, training and development of teachers, staff and volunteers
  - \_\_\_ To keep school boards, authorizers, and other interested parties informed about the school and NHA

Parent/Legal Guardian/Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian/Student Signature: \_\_\_\_\_

## **Participation Card (Optional Section):**

By placing a check or an "x" in this box:

I hereby inform the school that I have a participation card issued by the department of the attorney general under the address confidentiality program act. I hereby request that the school use the following designated address as the address of record:

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

To the extent I have chosen to provide our confidential address where we reside, it is for internal purposes only. The school and educational service provider shall use the designated address for all communications and external disclosures.



**To:** Parents/Legal Guardians of Students Attending a CMU Board of Trustees Authorized Public School Academy  
**From:** The Governor John Engler Center for Charter Schools Central Michigan University (“Center”)  
**Re:** List of Uses of Student Directory Information Policy/Opt Out Form for 2024-2025 school year  
**Dated:** July 1, 2024

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Section 1136(6) of the Revised School Code, MCL 380.1136(6), requires the Central Michigan University Board of Trustees, as a public school academy authorizing body, to prepare a list of uses or instances the University commonly discloses regarding a student’s directory information. “Directory information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Even though the University does not maintain student K-12 educational records or student directory information for any student attending the public school academies that the University Board authorizes, the law requires a public school academy’s authorizing body to disclose to you a list of uses or instances the University may commonly disclose your student’s directory information. In addition, the law gives you the opportunity to elect not to have your student’s directory information disclosed for 1 or more of these uses or instances.

### **List of Uses**

The University does not maintain K-12 student directory information for public school academies that are authorized by University Board. From time to time, however, the University may receive student directory information from the schools that it authorizes. For example, the University may receive certain student directory information from your school and display that information on the Center’s website or in publicly available materials prepared by the Center about certain happenings, events and achievements at your school. Your school may also disclose directory information from the educational records of a student. Directory information can include the following types of information:

- Student’s name, address and telephone number;
- Names of student’s parents;
- Student’s date and place of birth;
- Student’s class designation (i.e. 1st grade, 8th grade, etc.);
- Student’s extra-curricular participation;
- Student’s achievement awards or honors;
- Student’s weight and height if a member of an athletic team;
- Student’s photograph;
- Previous educational institutions attended by the student;
- Student’s dates of attendance;
- Name of school student currently attends;
- Student’s electronic mail address;
- Student projects, artwork, web pages, and photographic or video images created by the school or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.

Public school academies may disclose any of the above without prior written consent unless the school is notified to the contrary by you in writing. Each school maintains a list of student names whose parent/legal guardian (or the student if 18 years of age or an emancipated minor) has requested that disclosure be refused. The Center requests that each school authorized by the University Board review these lists and advise the Center of students that are excluded from directory information disclosures. Any student who is excluded from directory information disclosure at the school, will automatically be excluded by the Center.

### **How to Request Refusal of Your Student’s Directory Information**

Any parent or legal guardian (or student if 18 years of age or an emancipated minor) is also entitled to separately refuse disclosure of student directory information noted above by sending the attached opt out form to The Center, EHS 200, Mt. Pleasant, MI 48859 or by electronic mail to: [info@thecenterforcharters.org](mailto:info@thecenterforcharters.org). If you have any questions regarding this policy, please contact the Center at 989-774-2100.



## Opt out Form

I, \_\_\_\_\_, hereby request that the following directory information for [my son] [my daughter] [myself], \_\_\_\_\_, be removed by The Governor John Engler Center for Charter Schools at Central Michigan University from its list of uses for student directory information for the **2024-2025** school year:

All student directory information

The following specific items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, **2024**.

Academy Name where student is enrolled: \_\_\_\_\_

Signature of Parent/ Guardian/ Student: \_\_\_\_\_

Name of Parent/ Guardian/ Student: \_\_\_\_\_

Return form (by September 15<sup>th</sup>) by electronic mail to: [info@thecenterforcharters.org](mailto:info@thecenterforcharters.org) or The Governor John Engler Center for Charter Schools, EHS 200, Mt. Pleasant, MI 48859.