



## **PLEASE READ! IMPORTANT INFORMATION ON STUDENT PRIVACY DIRECTORY INFORMATION**

*This policy is effective as of December 15, 2022 and replaces the “Release of Student Information” section of the Student and Family Handbook. Please reach out to [info@kipppma.org](mailto:info@kipppma.org) with any questions.*

As part of our commitment to ensure we keep our student information safe, we want to ensure families understand the school directory.

### **❖ What is Directory Information?**

- Directory Information includes the following information:
  - student’s name, age
  - class or grade
  - dates of enrollment
  - participation in officially recognized activities
  - membership on athletic teams, weight and height of members of athletic teams
  - degrees, honors, and awards, and
  - post-high school plans, the most recent educational agency or institution attended

### **❖ Who can access Directory Information?**

- Under the federal law called the Family Education Rights and Privacy Act (FERPA), any public school that receives federal funding (most public schools) may share “Directory Information” about students with any third party upon request without consent UNLESS the parent/guardian or eligible student requests to be removed in writing. Under Massachusetts law (603 CMR 23.00), an eligible student is any student who is 14 years of age or older or who has entered 9th grade. Any third party means anyone.
  - Requests can come from anyone including the armed services, immigration services, for-profit companies, and others.

### **❖ Do we recommend that families opt out of the directory?**

- This is a personal decision for each family. However, we strongly encourage families to consider opting out if there are privacy concerns including but not limited to immigration status, members of law enforcement or the judiciary, public figures, victims of identity theft, or anyone who is handling issues related to domestic violence, assault, or stalking.

### **❖ Does opting out prevent the school from having the information they need for my student's education?**

- No, the school will still have access to all the information we need. However, opting out prevents the school from providing your student’s information to third parties.



**Directory Information Opt Out Form**

KIPP Massachusetts (KIPP Academy Boston & KIPP Academy Lynn, collectively “KIPP MA”) is committed to offering a high-quality, safe public education that will empower all of our students to succeed in college and life.

The Family Educational Rights and Privacy Act (FERPA), a federal law, and Massachusetts student records regulations 603 CMR 23.00 require that KIPP Massachusetts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student’s education records. **However, KIPP Massachusetts may disclose appropriately designated “directory information” for any purpose at the discretion of the School without written consent, unless you have advised KIPP Massachusetts to the contrary in accordance with KIPP Massachusetts procedures.** The primary purpose of this information is to allow KIPP Massachusetts to include information from your student’s education records in certain school publications including but not limited to a playbill, the annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets. However, Directory information may also be disclosed to third parties without a prior written consent unless the parent/guardian or eligible student opts out of disclosure of this information. In accordance with FERPA and Massachusetts student records regulations, KIPP Massachusetts defines directory information as: student’s name, age, class or grade, dates of enrollment, participation in officially recognized activities, membership on athletic teams, weight and height of members of athletic teams, degrees, honors, and awards, and post-high school plans, the most recent educational agency or institution attended.

**We are reminding you that you can make changes to the Directory Information form at any time; we have attached one for your convenience. If you do not want your student's directory information shared with third parties, you must complete and return the form below and check NO to be removed from the directory.**

Under the law, our schools are not permitted to monitor the immigration or citizenship status of our students, and we take this legal obligation seriously. We will continue to educate **all** students, and we know that with their hard work, they will be the leaders of tomorrow.

I, \_\_\_\_\_, the  
**(Print Name of Parent/Guardian/Eligible Student)**

parent/guardian of \_\_\_\_\_, acknowledge that  
**(Print Name of Student)**

<input type="checkbox"/> <b>NO, KIPP Massachusetts may not share my student’s directory information with third parties.</b>
---

Name of student: (please print) \_\_\_\_\_

Grade of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Section 8528 of the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act (ESSA) **requires** schools to release a student's name, address and telephone number to military recruiters unless the parent, guardian, or eligible student opts out in writing. **You can make changes to the military opt out form at any time; we have attached one for your convenience. If you would like your student's name, address, and telephone listing to be kept private from military recruiters, you must fill out the form attached and check NO to be removed.**

I, \_\_\_\_\_, the  
(Print Name of Parent/Guardian/Eligible Student)

parent/guardian of \_\_\_\_\_, acknowledge that  
(Print Name of Student)

NO, KIPP Massachusetts may not share my student's name, address and telephone listing with military recruiters.

Name of student: (please print) \_\_\_\_\_

Grade of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form by January 31, 2023. Each request will be processed within 5 business days. To expedite your request, please contact [info@kipppma.org](mailto:info@kipppma.org).