

FERPA Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lake Havasu Unified School District #1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, LHUSD 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 LHUSD 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 and 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 and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not wish to have your child's directory information released, please indicate so on the LHUSD Student Directory Opt-Out Form, located on our website at www.havasu.k12.az.us. Please understand that signing this form would exclude your child's directory information from any documents that are typically made public or relating to school-related organizations and activities such as:

- Yearbooks
- Alumni Directories
- Graduation Programs
- Honor Roll and Recognition Lists
- Sports activity and theatrical programs

If you do not want LHUSD to disclose directory information from your child's education records without your prior written consent, you must complete the Opt Out form by August 20 or two weeks from the date you receive this notice. If you do not have access to the internet, please contact the Lake Havasu Unified School District Office at 928-505-6900 and forms can be mailed to you. Please submit Opt-Out forms to the school your child attends. The form is valid for one school year.

LHUSD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- 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

Public Media Release

It is the intent and practice of the Lake Havasu Unified School District to publish, post or distribute a student's name, photograph, audio and/or video recording, displays of student work or other information related to student achievement (ie: academic/athletic recognition or award) or student accomplishment (ie: a specially selected piece of work). Media includes, but is not limited to, newspaper, audio/video, live broadcast, internet, webpages, and social media.

If you do not wish to have your child featured in any form of media, please sign the media portion of the FERPA Opt-Out Form, and we will exclude them from any media photos or publications. If you have not completed an Opt-Out Form, your student will be allowed to participate in human interest stories. The LHUSD Student Opt-Out Form is located on the LHUSD website at www.havasu.k12.az.us. The form is valid for one school year.

Children Online Privacy Protection Act

Lake Havasu Unified School District seeks to extend and enhance the educational opportunities for students through the use of varying technology applications and web-based services. The use of many of these resources by children under the age of 13 is governed by a federal law known as the Children's Online Privacy and Protection Act. In order for our students to use these programs and services, certain personal identifying information must be provided to the website operator. A complete list of student web-based tools, software and applications that are operated by third parties and an Opt-Out Form can be found on our district website at www.havasu.k12.az.us. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information under the age of 13. This is included in the Student IT Use Agreement form which parents sign.