

TAD THE ART DEPARTMENT

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Notice for Directory Information And Opt-Out Request

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that The Art Department (“TAD”), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, TAD may disclose appropriately designated “directory information” without written consent, unless you have advised TAD to the contrary in accordance with TAD’s procedures. The primary purpose of directory information is to allow TAD to include this type of information from you or 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 the student or 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 the students or parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

If you do not want TAD to disclose directory information from you or your child’s education records without your prior written consent, you must notify the TAD by the first date of each Semester by completing the form below and returning it to the appropriate TAD representative. TAD has designated the following information as directory information:

- *Student’s name*
- *Electronic mail address*

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

TAD THE ART DEPARTMENT

FERPA OPT-OUT ELECTION FORM

I, _____, (name of student and/or parent) do not want my (or my child's) directory information, as described in the Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information, used by The Art Department, LLC ("TAD") without my prior written consent.

I understand that this election is not valid unless received by TAD on or before the first class day of each Semester that I (or my child) is enrolled in TAD.

Signed: _____

Printed Name: _____ Dated: _____

Please return this election form to:

VIA US MAIL

The Art Department, LLC
Admissions Office
Attn: Scott Richeson
503 Neches Road
Austin, TX 78701

OR VIA FAX

512-597-4270