



PLAINVILLE PUBLIC SCHOOLS  
PLAINVILLE, MASSACHUSETTS  
02762



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## Release of Directory Information

Many times parents ask for children's addresses and phone numbers for various reasons. For example, a parent might want to invite a child to a birthday party or a room mother may want to contact you during the year to request help with classroom activities. Having the address and phone number of students is helpful but will not be given out without your permission.

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Some information in a student's educational record is defined as directory information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the student or parent. However, the student or parent can exercise the option to restrict the release of directory information by completing this disclosure. Directory information may include:

- Name
- Address
- Phone number and email address

- Plainville Public Schools **may release** Directory Information regarding my child.
- Plainville Public Schools **may not** release Directory Information regarding my child.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Classroom Teacher Name