

Student Directory Information Notification

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone number if listed at the request of Armed Forces recruiters and institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed. Information about the living situation of a homeless student is not considered directory information.

Date

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for students in the Bourbon County County School District. Following is a list of items that the District considers student directory information. If you wish information to be withheld, please contact the school principal in writing specifying which directory information should not be released. The right to opt-out of directory information changes from parent to student upon the student's eighteenth (18) birthday. Please be advised that parents cannot prevent the school from using directory information on District-issued ID cards or badges.

If a student's name, grade level, or photograph is to be withheld, you will need to notify the District in writing.

If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent. If you return a letter within the first thirty (30) days, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

Directory information released to Third Parties other than Armed Forces Recruiters and Institutions of Higher Education

- Student's name
- Student's major field of study
- Information about the student's participation in officially recognized activities and sports
- Student's weight and height (if a member of an athletic team)
- Student's projected graduation date
- Degrees, honors and awards the student has received
- Student's photograph/picture
- Most recent educational institution attended by the student
- Grade level

Armed Forces Recruiters & Institutions of Higher Education

(Parent or student who has reached age 18 may direct the District to withhold information in this section)

- Student's name
- Student's address
- Student phone number

Sincerely,

School Principal

Review/Revised:06/18/2026