TO: Administrative/Supervisory Staff Members  
Building Principals

FROM: Gregory C. Hutchings, Jr., Ed.D.  
Superintendent of Schools

TOPIC: School Directories

PURPOSES:

1. To comply with federal and state regulations that outline privacy rights of students and their families.

2. To establish a procedure to permit the publication of directories by school-based organizations, especially Parent-Teacher Associations.

PROCESS:

1. School Board Policy **JO: Student Records** outlines ACPS policy vis-à-vis the annual notification to parents and eligible students of their rights under the Family Education Rights and Privacy Act (FERPA).

2. School-based organizations, especially Parent-Teacher Associations, sometimes publish directories of families who are members of the organizations or of non-member families of students enrolled at schools. This is undertaken in order to facilitate collaboration and support, especially with regard to student progress and/or school activities.

3. Schools and PTAs preparing directories, listing such directory information as names, addresses, and phone numbers, shall provide parents or guardians the opportunity each year to refuse permission to release any and all directory information.

4. Parents and guardians wishing to refuse permission to release directory information must complete Section B on the ACPS Signature Form or notify the school principal in writing within 15 administrative days of the annual notification.
5. Principals should notify PTAs and other organizations wishing to publish directories of these procedures and should facilitate the notification to families of the notification requirement.

FOR ADDITIONAL INFORMATION CONTACT: Dr. Julie Crawford, Chief Student Services Officer 703-619-8034