



DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (“FERPA”), a Federal law, requires that Westlake Charter School, with certain exceptions, obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from your child's education records. However, Westlake Charter School may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised the Westlake Charter School to the contrary in accordance with this policy.

“Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can 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. Westlake Charter School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

If you do not want Westlake Charter School to disclose directory information from your child's education records without your prior written consent, you must notify Westlake Charter School in writing at the time of enrollment or re-enrollment. Please notify the Principal at:

ADOPTED/RATIFIED: JANUARY 14, 2008

REVISION DATE:

Board Policy # 07-34

**Westlake Charter School
3800 Del Paso Blvd.
Sacramento, CA 95834
(916) 567-5760**

The Board hereby directs that parents/guardians be notified of this policy annually.

ADOPTED/RATIFIED: JANUARY 14, 2008

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