

Columbus Arts & Technology Academy

Home of The trailblazers

Family Education Rights and Privacy Act (FERPA)

The option to restrict the release of
directory information about your child

The Columbus Arts & Technology Academy needs to honor Families' privacy while meeting its obligation to share education-related information with the community. The Family Education and Privacy Act (FERPA) notification and opt-out process – described in this form – helps schools balance these interests.

FERPA is a federal law that allows school districts to disclose students' "directory information" to anyone, without consent, as long as the district annually notifies parents and allows them the chance to opt-out. FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or invasive to privacy disclosure. The law allows school districts to determine and notify parents of its exact definition of such directory information.

Columbus Arts & Technology Academy (CATA) defines student "directory information" as: Full name, address, phone number, photograph/image, date and place of birth, participation in school activities and sports, weight and height of members of athletic teams, dates of school attendance, diplomas and awards, and schools attended.

If you do not want CATA to release this information about your child, you must make a request in writing and send it to the CAO by September 15th of each year. A sample FERPA opt-out letter can be found at www.columbusata.org.

What happens if you write a FERPA opt-out letter? CATA will not release your student's information in any publications that reach beyond the schoolhouse or to any outside organization. This means, that you will not be included in the school yearbook, PTO newsletters, school directories, photos or videos on school websites, event and athletic programs, award listings in local media, or school newspapers. Essentially, the school will not provide any information that validates your child's identity or his/her enrollment in our school.

Please note: Even for students with no FERPA opt-out letter on record, CATA employees will exercise their best judgment when releasing "directory information" and will seek parent/guardian permission for situations that would generally be considered outside of the realm of typical school-related activities or news. Also, CATA will not control the release of certain directory information – such as photographs/images or names – when students participate in school events open to the general public.

More information about your rights under FERPA is available online at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.