

**COMMON POLICY FOR FRANKLIN CENTRAL SUPERVISORY UNION  
ST. ALBANS TOWN SCHOOL DISTRICT,  
ST. ALBANS CITY SCHOOL DISTRICT, FAIRFIELD SCHOOL DISTRICT,  
BELLOWS FREE ACADEMY UNION HIGH SCHOOL DISTRICT #48,  
AND NORTHWEST TECHNICAL CENTER**

**ANNUAL NOTIFICATION OF DESIGNATION OF DIRECTORY  
INFORMATION AND RIGHT OF REFUSAL**

TO: All parents of students, and to eligible students<sup>1</sup> currently attending schools in the Franklin Central Supervisory Union (including St. Albans City School, St. Albans Town Educational Center, Fairfield Center School, Bellows Free Academy UHS, and Northwest Technical Center)

Schools in the Franklin Central Supervisory Union may disclose designated directory information on students and eligible students without the prior consent of the parent or eligible student, and without any record of such disclosure, unless you have advised FCSU to the contrary in accordance with FCSU procedures. The following types of personally identifiable information have been designated directory information:

Student's name, address, telephone number, photograph, date and place of birth, grade level, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, and/or degrees/honors/awards received.

Disclosure may include personally identifiable information contained or reflected in photographs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also 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. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent. (See 20 U.S.C. 7908, as amended; 10 U.S.C. 503, as amended.)

If you are an eligible student and are currently attending any of the above-named schools, or if you are the parent of a student currently attending school in any of the Supervisory Union School Districts, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child or yourself, by providing written notice of your refusal, listing the type(s) of information which you refuse to have so designated, to the principal of the school your child attends (or the school you attend, if you are an eligible student), on or before September 15, 2013.

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<sup>1</sup> You are an eligible student if you are at least 18 years of age or are attending an institution of post-secondary education.