



Hampton City Schools

## Important Information Regarding Student Directory Information Parent/Guardian Permission Needed

**After reading the information on this form be sure to visit the Parent Portal to complete the needed information or complete this form and return it to your child's school.**

### Directory Information

Directory Information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes information such as the student's name, address, telephone listing, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended. Directory information does **not** include the student's social security number.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Hampton City Schools (HCS), with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child's education records. However, Hampton City Schools may disclose appropriately designated "directory information" without written consent, unless advised by the parent to the contrary in accordance with Division procedures.\* The primary purpose of directory information is to allow Hampton City Schools to include this type of information from a child's education records in certain school publications. Examples include:

1. A playbill, showing the student's role in a drama production
2. The annual yearbook
3. Honor roll or other recognition lists
4. Graduation programs
5. Sports activity sheets, such as for wrestling, showing weight and height of team members

**IMPORTANT: Virginia law now requires school divisions to obtain permission from parents/guardians in order to release student addresses and phone numbers to outside persons and entities, even though this is designated as directory information.**

From time to time, HCS receives requests for certain student directory information from outside persons and entities. Examples include requests for student addresses to mail home award recognitions (e.g., 200+ Men Foundation), congratulatory letters from local legislators, information from external organizations with whom Hampton City Schools has contractual agreements (e.g., yearbook, class rings, senior photos), information regarding city-sponsored programs, and information about scholarship opportunities. Please note that school systems are required to provide military recruiters and institutions of higher education with secondary students' names, addresses, and telephone listings upon request. In the past, Hampton City Schools released this directory information after carefully reviewing each request.

**In order for your child not to miss an opportunity listed above, visit the Parent Portal and log in to your account, select the Directory Information icon on the left, select "yes" permitting release of your child's address and phone number, and click submit.** Information on how to set up your Parent Portal Account can be found at <http://www.hampton.k12.va.us/parents/parentportal/parentportal.html>. Or please complete the section below and return this form to your child's school. This form does not need to be completed annually. Permission is good for the duration of your student's academic career with Hampton City Schools.

**I give permission for Hampton City Schools, upon their careful review and approval, to release my child's address and/or phone number to an outside person and/or entity.**

School Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Name (*Print name*): \_\_\_\_\_ Grade: \_\_\_\_\_  
Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Parent/Guardian Name (*Print name*): \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_

\* Please note that if a parent/guardian does not want any of his/her child's directory information released; or his/her child photographed, videotaped and/or audiotaped during school sponsored activities and/or learning experiences; or does not want his/her child's intellectual property published, produced and/or displayed, he/she must opt out by notifying the Director of School Counseling in writing to One Franklin Street, Hampton, VA 23669, within thirty (30) days of the beginning of the school year or within thirty (30) days of enrolling in school.