

**CHANGE E ACADEMY
NOTICE OF
IDENTIFIABLE INFORMATION**

Personally Identifiable Information (PII) is subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA). If a child is referred to or found eligible for services under IDEA, then the program must comply with the applicable confidentiality provisions in Part B or Part C of IDEA to protect the personally identifiable information (PII) in records of those children.

Please use the **PARENT REQUEST FOR NON-DISCLOSURE OF SCHOOL DIRECTORY INFORMATION** to notify CHANGE E Academy of your preference.

PARENT REQUEST FOR NON-DISCLOSURE OF INFORMATION

Please submit a separate form for each child enrolled in CHANGE Academy. The form is to be returned within ten school days of the student's first day of the school year.

Your child's records are open to the general public unless you request non-disclosure.

PLEASE PRINT

Student's Last Name _____ First _____

Student's Birth Date _____

Parent/Guardian Name _____

I am the parent/guardian of the child named above.

I do not want my child's records released to:

MARK ALL THAT APPLY

_____ **Military** – Do not release to the U.S. Armed Services.

_____ **Higher Education** – Do not release to accredited colleges and universities.

_____ **Companies** – Do not release to businesses/corporations

_____ **Organizations** – Do not release for limited school-sponsored purposes such as the school yearbook and school district publications*

_____ **Individuals** – Do not release to individuals.

Signature of parent/guardian

Date