



CASSOPOLIS PUBLIC SCHOOLS

22721 Diamond Cove · Door 22 · Cassopolis, MI 49031
(269) 445-0503 · FAX (269) 228-5752 · cassopolis.k12.mi.us

Dear Parents and Legal Guardians:

The purpose of this letter is to clarify our district policy in regard to the Family Educational Rights and Privacy Act (FERPA).

It is within our district's policy to make available, upon request, certain information known as "Directory Information." FERPA defines this as personally identifiable information and would not be considered harmful or an invasion of privacy.

"Directory Information" may include, but is not limited to the following:

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|-------------------------------------|-------------------------------------|
| -name, address, phone number | -other similar information such as: |
| -date and place of birth | Alumni associations |
| -major field of study | height and weight of athletes |
| -participation in school activities | Honor roll members |
| -Honors and awards | Info generally found in yearbooks |

In accordance with FERPA guidelines, Cassopolis Public Schools may release this information. However, parents/guardians may refuse to allow the disclosure of any or all "Directory Information" upon written notification to the School office. The school should receive this written notification within ten days of the start of the school year or 15 business days of receipt of this letter.

Further information regarding this and other annual notices can be found on the district website at <http://cassopolis.k12.mi.us/>. Thank you for your time and consideration on this matter.

Sincerely,

Cassopolis Public Schools