Personally identifiable information from a student's educational record will generally be disclosed only with the written consent of the student's parent/guardian, a student of majority age, or a student emancipated in accordance with state law (eligible student). However, the Family Educational Rights and Privacy Act (FERPA) contains certain exceptions that permit the disclosure of a student's educational records, without consent, to the following parties or under the following conditions:

- School officials, including teachers, with legitimate educational interests;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies*; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Directory information may also be disclosed without written consent, unless a student's parent (or eligible student) has on file with LSMSA a written request to the contrary.

* If it is necessary for LSMSA to disclose information under the health and safety exception, the following LSMSA officials are authorized to do so: a school counselor, school nurse, director of academic affairs, or director of student affairs.

Only information that is directly relevant to the purpose of which the disclosure is made should be revealed on a "need to know basis." When in doubt, an individual must consult with the LSMSA officials noted herein above as to the validity of an exception.

REGARDING DIRECTORY INFORMATION

LSMSA may disclose appropriately designated "directory information" without written consent of a parent/guardian or eligible student unless it has received written notice that the parent/guardian or eligible student objects to disclosure of the information. The primary purpose of directory information is to allow LSMSA to include this type of information in certain school publications. Examples include: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; sports activity sheets and promotions; and other school-related activities.

LSMSA has designated the following information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). LSMSA assumes parent/guardian or eligible student consent to disclosure of the designated directory information unless timely notified to the contrary via written communication to the executive director:
Name
Address
Telephone number
E-mail (if available)
Date and place of birth
Major field of study

Participation in official recognized activities and sports
Weight and height of members of athletic teams
Dates of attendance
Diploma awarded
Honors and awards
Photographs

Directory information may be disclosed by LSMSA for any purpose in its discretion, without prior notice to the parent/guardian of a student or an eligible student. Parent/guardian of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent/guardian or student, or as otherwise allowed by FERPA.

Any parent/guardian or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the executive director on or before August 31 of each school year.

In the event a refusal is not timely filed, LSMSA will assume that neither a parent/guardian of a student or eligible student objects to the release of the designated directory information and LSMSA will proceed accordingly.