

Community Montessori School



Preschool, Kindergarten, & Elementary

The federal Family Educational Rights and Privacy Act (FERPA) require us to inform families of the types of information we consider to be "directory information" and give parents/guardians the opportunity to restrict the release of such information. Despite its name, directory information is not information that will be used only in a directory. It is information that we are allowed to release without specific parental permission to reliable third parties, such as room moms, CMS parents, and news media.

You have the right to request the withholding of any or all of this "directory information." Please review the list of items listed below. Please consider very carefully your decision to withhold any of the information listed. Should you deny permission for the release of any of these items; any future requests for that information will be refused.

CMS considers the following to be Directory Information:

- Student's name
- Student's age
- Student's address and phone number
- Parent's name
- Grade level
- Classroom
- Earned awards
- Participation in extra curricular activities
- School photograph
- Student work for display at school at the discretion of the teacher
- Videotape of children participating in school activities
- Photograph of student taken during school activities to be used on the school's website, www.cmsindiana.org (student photos on the website include no names unless special parental permission has been received)
- Photograph of student taken during school activities to be used in school corporation publications (newsletters/brochures)
- Photograph of student taken during school activities to be used in media (newspapers, television) coverage of school day activities

Please circle the specific categories of information, if any that you do NOT wish to be released or check the line below if you object to all of this information being released.

_____ The release of ALL information is denied

If you object to any of this information being released, this form must be received by us by child's start of school. Unless this form is returned, it will be assumed that the above information may be released.

Name of student _____ Today's Date _____

Printed name of parent/guardian _____

Signature of parent/guardian _____

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building foundations for life

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We welcome students of any race, gender, religion, national or ethnic origin.