



# TROTWOOD-MADISON CITY SCHOOL DISTRICT

*Our Mission Is 100% Student Success!*

**Trotwood-Madison  
Board of Education**

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**Trotwood-Madison  
Early Learning Center**  
4400 North Union Road  
Trotwood, Ohio 45426  
(937) 854-4511

**Madison Park  
Elementary**  
301 South Broadway  
Trotwood, Ohio 45426  
(937) 854-4456

**Westbrooke Village  
Elementary**  
6500 Westford Road  
Trotwood, Ohio 45426  
(937) 854-3196

**Trotwood-Madison  
Middle School**  
4420 North Union Road  
Trotwood, Ohio 45426  
(937) 854-0017

**Trotwood-Madison  
High School**  
4440 North Union Road  
Trotwood, Ohio 45426  
(937) 854-0878

October 12, 2018

Dear Parents/Guardians:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

In order to provide students with appropriate instruction and educational services, it is necessary for Trotwood-Madison to maintain extensive educational and personal information. The Family Education Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights are fully explained in the Trotwood-Madison's Board of Education Policy and Student Handbook.

It is Trotwood Madison's intention to limit the disclosure of information contained in a student's educational record, however FERPA does permit the release of "directory information" to third parties such as, but not limited to, military recruiters, the media, colleges and universities and local PTO/Booster groups. Directory information, which is defined by the Board of Education and is subject to change, may be disclosed without prior written consent, except when the request is for profit-making plan or activity or when disclosure is otherwise prohibited by law. Trowood-Madison designates the following, but not limited to, as a student's directory information:

**Name • Address • photos Telephone number • Extracurricular participation • Weight & height, if a member of an athletic team • Achievement awards or honors earned • Date of birth • Dates of attendance • Date of graduation**

Trotwood-Madison City Schools wishes to be respectful of parents who do not want their student's directory information released. Parents have the right to submit a written request, directing the district not to release directory information regarding their student.

If you do not want the district to release your student's directory information, you must fill out the attached form and return it the school by **October 26, 2018**.

## PARENT OPT-OUT FORM

Do not disclose my student's picture, name, address, or telephone number to United States military recruiters, colleges, or other organizations serving students, without prior parental consent.

Parent's Name: \_\_\_\_\_  
(Please Print)

Parent's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
(Please Print)

Student's Signature: \_\_\_\_\_  
(if 18 or over)

Student Grade: \_\_\_\_\_

**\*\*Due by 10-26-18**