



To: Parents and Legal Guardians of Students Attending A Lake Superior State University Board of Trustees Authorized Public School Academy

From: The Lake Superior State University Charter Schools Office ("CSO")

Re: List of Uses of Student Directory Information Policy/ Opt Out Form for 2017-2018 school year

Dated: September 28, 2017

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Section 1136(6) of the Revised School Code, MCL 380.1136(6), requires the Lake Superior State University Board of Trustees, as a public school academy authorizing body, to prepare a list of uses or instances the University commonly discloses regarding a student's directory information. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Even though the University does not maintain student K-12 educational records or student directory information for any student attending the public school academies that the University Board authorizes, the law requires a public school academy's authorizing body to disclose to you a list of uses or instances the University may commonly disclose your student's directory information. In addition, the law gives you the opportunity to elect not to have your student's directory information disclosed for 1 or more of these uses or instances.

#### List of Uses

The University does not maintain K-12 student directory information for public school academies that are authorized by University Board. From time to time, however, the University may receive student directory information from the schools that it authorizes. [For example, the University may receive certain student directory information from your school and display that information on the CSO's website or in publicly available materials prepared by the CSO about certain happenings, events and achievements at your school.] Your school may also disclose directory information from the educational records of a student. Directory information can include the following types of information:

- student's name, address and telephone number;
- names of student's parents;
- student's date and place of birth;
- student's class designation (i.e. 1st grade, 8th grade, etc.);
- student's extra-curricular participation;
- student's achievement awards or honors;

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- student's photograph;
- previous educational institutions attended by the student;
- student's dates of attendance;
- name of school student currently attends;
- student's electronic mail address;

• student projects, artwork, web pages, and photographic or video images created by the school or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.

Public school academies may disclose any of the above without prior written consent unless the school is notified to the contrary by you in writing. Each school maintains a list of student names whose parent/ legal guardian (or the student if 18 years of age or an emancipated minor) has requested that disclosure be refused. The CSO requests that each school authorized by the University Board review these lists and advise the CSO of students that are excluded from directory information disclosures. Any student who is excluded from directory information disclosure at the school, will automatically be excluded by the CSO.

#### How To Request Refusal of Your Student's Directory Information

Any parent or legal guardian (or the student if 18 years of age or an emancipated minor) is also entitled to separately refuse disclosure of student directory information noted above by sending the attached opt out form to the CSO at [insert address, Sault Ste. Marie, Michigan [zip code] or by electronic mail to: [insert contact and e-mail address].

If you have any questions regarding this policy, please contact the CSO at (906) 635-2121.

**Opt out Form**

I, \_\_\_\_\_, hereby request that the following directory information for [my son] [my daughter] [myself], \_\_\_\_\_, be removed by The Lake Superior State University Charter Schools Office from its list of uses for student directory information for the 2017-2018 school year:

All student directory information

The following specific items:

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Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Signature of Parent/ Guardian/ Student: \_\_\_\_\_

Name of Parent/ Guardian/ Student: \_\_\_\_\_

Return form by electronic mail to: Brooke Maciag at [bmaciag@lssu.edu](mailto:bmaciag@lssu.edu) or send to Lake Superior State University, Charter School Office, 650 W Easterday Avenue, Sault Ste Marie, MI 49783.