



Publishing Guidelines: Student Information

Dear Parents:

The Family Educational Rights and Privacy Act (FERPA) requires us to obtain your written consent, with certain exceptions, prior to the disclosure of personally identifiable information from your child's education records. However, the Academy of the Sacred Heart may disclose appropriately designated information without written consent unless you have advised us to the contrary. In external communications (including advertisements, the school web site and local news media), such information includes:

- Student's name
- Photograph
- Grade level
- Participation in officially recognized activities/sports
- Degrees, honors and awards received

To maintain the privacy and safety of our students, the following guidelines will be followed when publishing such information:

- Unless denied by a parent, normal usage for student names and photos in external communications include:
 - Early Childhood Program-Grade 6: Only first names (and if need be, last initials) are allowed for students in Early Childhood Program through Grade 6. Photos of individual students may not be identified by name.
 - Grades 7-12: First names and last names are allowed for students in Grades 7-12 with an identifying photo.
- Before each school year begins, the **Request to Withhold Student Photograph or Name** form is made available to families via the school website. If you wish to deny permission to publish your child's name/photo in external communications, please sign this form and return it to the Office of the Head of School.
- **Exceptions**—Press releases to local news media and/or on the school web site may list both first and last names with an identifying photo as long as it does not contradict the wishes of a parent as specified on the **Request to Withhold Student Photograph or Name**. However, it is school policy to contact a parent prior to posting such information if the student is in Early Childhood Program through Grade 6. Additionally, full names are used on the password-protected learning community pages of the eNews, which are intended for internal use, but which are occasionally made available to the external community for recruiting purposes.

Note: If you would prefer that your family name and address **not** be printed in the ASH Family Directory, this should also be noted on the **Request to Withhold Student Photograph or Name**.