

2023-24 Directory Information Notice & Opt Out Form for the National Student Clearinghouse

According to the Family Educational Rights and Privacy Act (FERPA), a federal law, the New York City Department of Education (NYC DOE), acting on behalf of Richmond Preparatory Charter School, cannot give out any information that identifies a student without consent. Certain information, however, is called “directory information” and may be shared in some cases. **The NYC DOE, acting on behalf of Richmond Preparatory Charter School, shares “directory information” with the National Student Clearinghouse (NSC). The directory information to be shared consists of the names and birth dates of students who started 9th grade in 2023-24, in addition to all students who attended New York City (NYC) charter high schools from 2002-2023.**

The NSC has data on where students go to college and what types of degrees they receive from more than 3,600 colleges and universities. The NSC uses directory information from the NYC DOE to identify former NYC charter students and to give information to Richmond Preparatory Charter School through the NYC DOE about where these students went to college, when they went to college, their graduation dates, and what types of degrees they received. This information is used to help understand and improve students’ college readiness and success.

How to Opt Out of Sharing Directory Information with the National Student Clearinghouse

The NYC DOE, acting on behalf of Richmond Preparatory Charter School, will give your student’s directory information to the NSC, including name, grade level, and birth date, unless you tell Richmond Preparatory Charter School not to. To tell Richmond Preparatory Charter School not to give your student’s directory information to the NSC:

1. If you allow the NYC DOE, acting on behalf of Richmond Preparatory Charter School, to share this directory information, you do not need to do anything.
2. **If you want to “opt-out” of release** (that is, if you **do not** want to have this directory information shared), complete this form **no later than Friday, February 16, 2024** and submit it to the principal of your child’s school. If you have more than one child at the school, you must submit one form for each student.
3. A student age 18 or older who does not want to have this directory information released must complete and sign the form himself or herself. Under FERPA, a parent or guardian’s signature will not work.
4. If you submit this form, this directory information will not be released unless you cancel your opt out. If you want to cancel an opt out, you must write to the principal of your or your child(ren)’s school(s) saying so.

Copies of this notice and form are available at your or your child’s school, and may be accessed online at <https://integrationcharterschools.org/resources/>. Please contact the school if you have any questions about this form.

*Please complete and sign here **only if you want to opt out of release of information to the National Student Clearinghouse:***

- I am the student listed below, and am age 18 or over. I do **NOT** want my name, grade level and birth date released to the National Student Clearinghouse.
- I am the parent/guardian of the student listed below, who is under age 18. I do **NOT** want my child’s name, grade level and birth date released to the National Student Clearinghouse.

Parent/guardian signature if student is under age 18:

Student signature if student is age 18 or older:

Enter student information below:			
Student Name:	OSIS #:	Grade:	Date of Birth (MM/DD/YYYY):

Enter student information below:			
Parent/Guardian Name:	Name of School (and Borough):		