

MARTINS FERRY CITY SCHOOL DISTRICT

**5001 AYERS LIMESTONE ROAD
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August 26, 2026

Dear Parents and Eligible Students (those 18 years or older),

Board Policy 6.16 (Student Records), which is attached, provides as follows:

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as directory information. The Board designates as student directory information: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned e-mail accounts as directory information for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for the inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all such directory information upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District-assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that any information received by the

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recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than the individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever the consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents and specifically stated by court order. If the student is under guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest in providing such written consent.

The Board may disclose directory information on former students without the student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within ten (10) days from the date of this notification that he/she will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

This written notification may be provided to the attention of the Superintendent, including by e-mail within ten (10) days.

Thank you,

Joe Mamone
Superintendent – Martins Ferry City Schools

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