

**POLICY # 1.8**  
**DIRECTORY INFORMATION NOTICE**

The Family Educational Rights and Privacy Act requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- a. A playbill, showing your student's role in a drama production
- b. The annual yearbook
- c. Honor roll or other recognition lists
- d. Graduation programs
- e. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The School District has designated the following information as "directory information" and it will be disclose that information without prior written consent:

- a. The student's name
- b. The names of the student's parents
- c. The student's address
- d. The student's telephone listing
- e. The student's electronic mail address
- f. The student's date and place of birth
- g. The student's dates of attendance
- h. The student's grade level i.e., first grade, tenth grade, etc)
- i. The student's participation in officially recognized activities and sports
- j. The student's degrees honors and awards received
- k. The student's weight and height, if a member of an athletic team
- l. The student's photograph
- m. The most recent educational agency or institution attended

Within the first three weeks of each school year, the School District will publish in a newspaper of general circulation in the area the above list of a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. After the parents or eligible students have been notified they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools' office) of any one or all of the items they refuse to permit the School District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

*Directory Information Notice Policy: Adopted August 11, 2003*