

**SUBJECT: LIMITED DISCLOSURE OF STUDENT DIRECTORY INFORMATION**

In accordance with the Family Educational Rights and Privacy Act (FERPA), the District limits the disclosure of directory information (*to individuals other than those with legitimate educational interest*) to specific parties, for specific purposes, as set forth below and in its annual notification to parents/eligible students.

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The District defines “directory information” to include only the following:

- ☒ name
- ☒ address
- ☒ telephone listing
- ☒ dates of attendance
- ☒ photograph/image
- ☒ grade level
- ☒ participation in officially recognized activities and sports
- ☒ honors and awards received

Prior to disclosing directory information, the District will annually provide written notice to parents of students in attendance and eligible students in attendance of: (a) the types of information the District releases as directory information; (b) the limited purposes for which directory information is typically released; (c) the parents’/eligible students’ rights to refuse to let the District designate any or all of those types of information as directory information (“opt out”); and (d) the period of time within which parents/eligible students have to notify the District in writing that they do not want any or all of those types of information designated as directory information. Following such public notice and a reasonable response period, the District may release directory information for the limited reasons set forth below and in its annual written notice without prior written consent.

Note that parents/eligible students may not by opting out of disclosure of directory information prevent the District from requiring a student to wear or present a student identification card or a badge that displays information defined as “directory information.”

**Limited Directory Information Disclosure**

The District’s annual written notice to parents of students in attendance and eligible students will explain that the District’s disclosure of directory information will be limited to specific parties and specific purposes only.

(Continued)

**SUBJECT: LIMITED DISCLOSURE OF STUDENT DIRECTORY INFORMATION (Cont'd.)**

The primary purpose for disclosing directory information without obtaining individual consent at the time of each disclosure is to allow the District to include information from education records in certain school publications, such as the yearbook, honor roll and other recognition lists, graduation programs, sports activity sheets, and playbills showing students' roles in drama productions in a timely manner and without the necessity for requesting consent in situations in which it is expected that there would be no significant concern about invasion of privacy or any danger or harm from the disclosure. Unless the parent/eligible student opts out, the District will make the disclosure without obtaining consent. The District may also disclose directory information to outside organizations/parties without a parent's/eligible student's prior written consent but *only* for school-related activities or purposes. Examples of such outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The District shall not disclose directory information in any situation when a risk to student safety, risk of identity theft, or other harm to student(s) is reasonably perceived.

**Military Recruiter Disclosure**

The release of student directory information is not to be confused with the release of names, addresses and telephone listings of eligible students to military recruiters, in accordance with federal law(s). See Policy No. 7243 regarding military recruiter disclosure and opt out procedures.

Family Educational Rights and Privacy Act of 1974, 20 United States Code (USC) Section 1232(g)  
34 Code of Federal Regulations (CFR) Part 99

NOTE: Refer also to Policies #7240 -- Student Records: Access and Challenge  
#7243 -- Military Recruiters' Access to Secondary School Students and Information on Students

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