

MANAGEMENT OF STUDENT RECORDS-DIRECTORY INFORMATION

Directory Information

The Building Principal may release Directory Information as he/she sees fit, keeping in mind the privacy of students and families and the totality of the surrounding circumstances. Directory information includes: name, address, telephone listing, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent school or institution attended by a student; and other similar information. The Principal shall not release Directory Information for those students to which a family has filed an objection in writing on a Directory Information Release Card. When such objection is received, that student's records shall be clearly distinguished and the type(s) of information that are not to be released will be identified.

Official Notice Regarding Student Directory Information

Student handbooks (or similar publications) that are given to students each year shall contain the statement below. The statement shall also be published at least annually in a prominent place in a newspaper of general circulation in the District. The statement is: "The Student Directory Information below may be released to the public in regard to any individual student of the district as necessity or desirability arises. Any student, parent, or guardian not wanting this information released to the public must make objection in writing (form available on website) to the principal or other person in charge of the school which the student is attending at the beginning of each school year. The Directory Information is: NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE DEGREES AND AWARDS RECEIVED, THE MOST RECENT SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT AND OTHER SIMILAR INFORMATION.

Directory Information Release Card

Student Name School Date

I do not wish the Directory Information checked below to be released.

- _____ 1. Name
- _____ 2. Address
- _____ 3. Phone number
- _____ 4. Parent name
- _____ 5. Date and place of birth
- _____ 6. Major field of study
- _____ 7. Participation in officially recognized activities and sports
- _____ 8. Weight and height of athletic team members
- _____ 9. Dates of attendance
- _____ 10. Degrees and awards received
- _____ 11. Most recent previous school or institution attended and other similar information.

Signature of Parent

Adopted 11/30/09
Reviewed 6/9/14