

STUDENTS

Series 500

Policy Title _____ Student Directory Information _____

Code No. _____
506.02 _____

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, 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 previous educational agency or institution attended by the student, student ID number, user ID or other unique personal identifier, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

Legal Reference:

20 U.S.C. § 1232g (2006).
34 C.F.R. Pt. 99, 300.560 - .574 (2006).
Iowa Code § 22; 622.10 (2009).
281 I.A.C. 12.3(4); 41.123.
1980 Op. Att'y Gen. 720.

Cross Reference:

504.00 Student Activities
506.00 Student Records
901.00 Public examination of School District Records
902.04 Live Broadcast or Videotaping

Date of Adoption: _____ June 13, 2011 _____ (Revised) _____

Related _____ Administrative _____ Rules _____ and _____ Regulations: _____

USE OF DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that George-Little Rock Community 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 George-Little Rock Community 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 George-Little Rock Community School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor role or other recognition lists;
- Graduation programs; and,
- Sports activity sheets, such as 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 require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information - 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.

If you do not want the George-Little Rock Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15. George-Little Rock Community School District has designated the following information as directory information

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose).

