

AR 5125.1 Release of Directory Information

Definition

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (34 CFR 99.3; Education Code 49061)

1. Name.
2. Dates of attendance.
3. Awards received.
4. Student name and/or picture in the school yearbook.
5. Teachers may, at their discretion, post examples of student work, graded or ungraded, on classroom walls or bulletin boards for education purposes (Owasso Independent School District No. I-011 v. Falvo).

Directory information does not include a student's social security number or student identification number. However, for purposes of accessing or communicating in electronic systems, directory information may include a student identification number, user identification, or other personal identifier used by the student provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

Directory information also does not include a student's citizenship status, immigration status, place of birth, or any other information indicating national origin.

Under no circumstances shall directory information be disclosed to a private profit-making entity other than representatives of the news media. Based on its determination of the best interest of the student, the district may limit or deny the release of specific directory information to any public or private nonprofit organization.

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the school or district plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district release directory information for their child. (Education Code 49063, 49073; 34 CFR 99.37)

In addition, the annual parental notification shall include a statement that directory information does not include citizenship status, immigration status, place of birth, or any other information

indicating national origin and that the district will not release such information without parental consent or a court order.

Parent/Guardian Consent

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information may not be disclosed. (Education Code 49073; 20 USC 1232g)

AR 5125.1 Release of Directory Information (continued)

No directory information of a student identified as a homeless child or youth as defined in 42 USC 1143a shall be released, unless the parent/guardian has provided written consent that directory information may be released.

For a former student, the district shall continue to honor any valid request provided to the district in writing while the student was in attendance at the district, unless the request has been rescinded.

Board Approved:

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