

## STUDENT DIRECTORY INFORMATION

The Family Education Rights and Privacy Act of 1974 (FERPA) requires school districts to designate as “directory information” any personally identifiable information taken from a student’s educational records prior to making such information available to the public.

Student directory information can be released to the public without prior parental consent unless the parent or student who is 18 or older notifies the District in writing by the second Friday in September of each school year or if starting after the first day of school within 2 weeks of enrolling. The definition of directory information shall be defined in the Annual Notice to parents/guardians. It may include the student’s name, address, telephone number, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, photograph and other likeness in still pictures or videotape.

Prior to developing a student directory or to giving general information to the public, including but not limited to military recruiters, postsecondary institutions, and potential employers, parents or guardians (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) of students 17 years or younger 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. Any student eighteen years or older, or parent or guardian of students 17 years or younger, not wanting this information released to the public must make objection in writing by the second Friday of September to the principal or if starting after the first day of school within 2 weeks of enrolling. The objection needs to be renewed annually.

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

Legal Ref.: 20 U.S.C. § 1232g.  
34 C.F.R. Pt. 99,  
Iowa Code § 22; 622.10.  
281 I.A.C. 12.3(4); 41.  
1980 Op. Att’y Gen. 720.

Cross Ref.: 506.3 Student Records Access  
506.3-R3 Annual Notice  
510.1 Student Activity Program

ADOPTED: 4/7/64  
9/29/69  
1/23/84  
7/9/90  
12/14/98  
5/22/00  
6/11/01  
1/27/03  
2/28/05  
11/12/07  
7/9/12  
7/10/17

Reviewed: 5/90, 11/13/98, 4/14/00, 5/11/01, 12/5/02, 2/3/05, 10/4/07, 12/1/11, 6/7/12, 6/1/17, 2/1/18