

Policy Title: **Student Directory Information**

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose “directory information” to third parties without consent if it has given public notice of the types of information which it has designated as “directory information,” the parent’s or eligible student’s right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as “directory information.” The district has designated the following 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 a part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the district and parents of children home schooled in the school district) 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 shall be 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  
34 C.F.R 99  
Iowa Code § 22; 622.10  
281 I.A.C. 12.3(4); 41  
1980 Op. Att’y Gen. 720.
- Cross Reference: 506.1 Student Records Access

901.1 Examination of Public Records  
902.4 Live Broadcast and videotaping

Approved: 09-14-98  
Revised: 12-10-01  
Reviewed by Policy Committee 04-11-05, 02-11-08, 05-13-13, 10-14-13, 05-15-17, 02-11-19

**Use of Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Maquoketa 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 Maquoketa 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 Maquoketa 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 roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for 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.<sup>1</sup>

**If you do not want the Maquoketa Community School District to disclose directory information from your child's education records without your prior written consent, you must contact the student's attendance center to obtain Form 506.2E1. This form must be completed and returned by September 1<sup>st</sup>.** The Maquoketa Community School District has designated the following information as directory information:

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| <ul style="list-style-type: none"> <li>• Student's name</li> <li>• Address</li> <li>• Telephone listing</li> <li>• Electronic mail address</li> <li>• Photograph</li> <li>• Date and place of birth</li> <li>• Major field of study</li> <li>• Dates of attendance</li> <li>• Grade level</li> <li>• Participation in officially recognized activities and sports</li> <li>• Weight and height of members of athletic teams</li> </ul> | <ul style="list-style-type: none"> <li>• Degrees, honors, and awards received</li> <li>• The most recent educational agency or institution attended</li> <li>• 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.)</li> </ul> |
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<sup>1</sup> These laws are: Section 9628 of the Elementary and Secondary Education Act (20 U.S.C. § 7098) and 10 U.S.C. § 503(c).

**AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION**

The Maquoketa Community School District has adopted a policy designed to assure parents and students the full implementation, protection, and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district’s policy is available for review online at [www.maquoketaschools.org](http://www.maquoketaschools.org).

This law requires the school district 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.

The Maquoketa 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.)

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**If you do not want the Maquoketa Community School District to disclose directory information from your child’s education records without your prior written consent, you must complete and return this form to your student’s attendance center by September 1<sup>st</sup>.**

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 1<sup>st</sup> of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

**RETURN THIS FORM**

**MAQUOKETA COMMUNITY SCHOOL DISTRICT** Parental Directions to Withhold Student/Directory Information for Education Purposes, for the \_\_\_ - \_\_\_ school year.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Parent/Legal Guardian/Custodian of Child

**This form must be returned to your child’s school no later than September 1<sup>st</sup> of this school year.**

Additional forms are available at your child’s school.