

**Policy 506.02: Student Directory Information**

**Status:** ADOPTED

**Original Adopted Date:** 08/01/1992 | **Last Revised Date:** 10/27/2025 | **Last Reviewed Date:** 10/27/2025

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dallas Center-Grimes Community School, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from a child's education records.

Dallas Center-Grimes Community School may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Dallas Center-Grimes Community School to include this type of information from a 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. 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 three directory information categories - 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 parent/guardians do not want Dallas Center-Grimes Community School to disclose directory information from a child's education records without your prior written consent, the parent/guardian must notify the District in writing by the first day of school each year. Dallas Center-Grimes Community School has designated the following information as directory information:

- Student's name
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
  - Photograph
  - Degrees, honors, and awards received
  - Dates of attendance
  - Grade level
  - The most recent educational agency or institution attended
  - Release of information on the District's website will be limited to information that does not allow for the identification of individual students by address or telephone numbers.
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