

**Regulation 506.02-R(1): Student Directory Information - Use of Directory Information**

**Status:** DRAFT - 2nd  
Reading

**Original Adopted Date:** Pending

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dallas Center - Grimes Community School District [Insert school district name], with certain exceptions, obtain your parent/guardian written consent prior to the disclosure of personally identifiable information from your child's education records. However, Insert school district name - Dallas Center - Grimes 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 [Insert school district name] - Dallas Center - Grimes 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 parent/guardians do not want the [Insert school district here] - Dallas Center - Grimes Community School District to disclose directory information from your child's education records without your prior written consent, you the parent/guardian must notify the District in writing by the first day of school each year. [Insert date]. [Insert school district name] - Dallas Center - Grimes Community School District has designated the following information as directory information: [Note: a district may, but does not have to, include all the information listed below, which is included in the United States Department of Education's sample policy. This information should match the information contained in 506.01E8, 506.02, and 506.02E1].

- 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.)
- 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.

<sup>1</sup>These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

<b>C.F.R. - Code of Federal Regulations</b>	<b>Description</b>
34 C.F.R. Pt. 99	<a href="#">Education - Family Rights and Privacy</a>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.3	<a href="#">Administration</a>
281 I.A.C. 41	<a href="#">Special Education</a>
<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 22	<a href="#">Open Records</a>
Iowa Code § 622.10	<a href="#">Evidence - Communications in Professional Confidence</a>
<b>U.S.C - United States Code</b>	<b>Description</b>
20 U.S.C. § 1232g	<a href="#">Education - FERPA</a>
<b>Cross References</b>	<b>Description</b>
901	<a href="#">Public Examination of School District Records</a>