

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT

SUBJECT: STUDENT DIRECTORY INFORMATION

The District shall publish an annual notice informing parents/guardians or eligible students (i.e., a student eighteen (18) years of age or older) of their rights under the Family Educational Rights and Privacy Act (FERPA), including the District's definition of directory information, the parent/eligible student's right to refuse the release of student directory information and the time period for opting out of directory information.

Directory information is information that generally would not be considered harmful if released from a student's record. Limited directory information means that the District may limit disclosure of its designated directory information to specific parties, for specific purposes, or both.

The District has the option under FERPA of designating certain categories of student information as student "directory information." The Board designates the following as "directory information":

- Student's Name
- Student's school email address
- Parents'/Guardians' name
- Enrollment status
- School of attendance
- Grade level
- Participation in school activities or sports
- Weight and height if a member of an athletic team
- Degrees and awards received
- Photographs and Videos for in-school viewing, for school publications and for broadcast media

In addition, to the above designated "directory information" the Board designates the following information as "limited directory information," which may be released only to students, parents/guardians, and school-related organizations:

- Student's address
- Student's telephone number
- Parents'/Guardians' email address
- ID number, user ID or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, but only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity.

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Social security numbers or other personally identifiable information will not be considered directory information.

If parents/guardians and students opt out of having directory information shared, the student will still be required to wear, display or disclose their student ID cards.

Prior to the release of limited directory information, as described above, to any school-related organization, such organization shall provide to the Superintendent or designee, in writing, for approval, the intended purpose and distribution for the limited directory information. Other than the approved purpose and distribution, the school-related organization shall be required to sign a statement warranting that the limited directory information provided shall not be released or disseminated in any manner to any third party, including any individual, organization or municipality. Failure to comply with this requirement will result in the District not releasing any directory or limited directory information to such organization.

Once the proper FERPA notification is given by the District, a parent/guardian or eligible student will have ten (10) business days to notify the District of any objections they have to any of the “directory information” designations. If no objection is received, the District may release this information without prior approval of the parent/guardian or student for the release. Once the student or parent/guardian provides the “opt-out,” it will remain in effect after the student is no longer enrolled in the District.

Military Recruiter Access

The release of student directory information is not to be confused with the release of names, addresses and telephone listings of eligible students (i.e., a student seventeen (17) years of age or older or in the eleventh grade or higher) to Military Recruiters. In compliance with federal law, the School District shall notify parents and eligible students that by law it routinely releases this information to Military Recruiters upon request subject to a parents'/eligible students' request not to disclose such information with written parental verification of such request. This information is also typically released to institutions of higher education.

The District may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Family Educational Rights and Privacy Act of 1974, 20 United States Code (USC) Section 1232(g)
34 Code of Federal Regulations (CFR) Part 99
Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001 (NCLB)
National Defense Authorization Act,

NOTE: Refer also to Policy #7242 -- Military Recruiters' Access To Secondary School Students and Information on Students

Adopted: 3/17/14
Revised: 6/17/19