

**SERIES 300
INSTRUCTION**

347.1

DIRECTORY DATA/INFORMATION

In order to assist schools in planning for school activities, the district has designated the following personally identifiable data/information contained in a student's educational records as directory data/information:

- a. Student's name
- b. Major field of study
- c. Weight and height of members of athletic teams
- d. Photographs
- e. Dates of attendance
- f. Degrees and awards received
- g. Parent/guardian name
- h. School where the student is currently enrolled

Parents/guardians and adult students shall be notified annually of the district's policies and procedures relating to directory data/information as outlined in established procedures.

Parents/guardians and adult students may request that some or all of the directory data/information not be released without their prior written consent by completing a Request to Withhold Directory Data/Information form available in the student's school office. This form must be submitted to the student's school office within 14 days of notification of their rights. Such directory data/information relating to the student shall not be released without prior written consent of the parent/guardian or adult student.

The authorization to withhold directory data/information shall remain in effect until the beginning of the next school year, or until the parent/guardian or adult student completes the Request to Reinstate Directory Data/Information form and submits it to the student's school office.

A copy of the Request to Withhold Directory Data/Information form shall be forwarded to the building principal's office, and if the child is in a special education program, a copy shall be forwarded to the Director of Special Services. A copy should also be filed in the child's educational record.

Directory data/information relating to students no longer in attendance in the district shall not be

released if a parent/guardian of a student or an adult student has indicated that such information shall not be released in the year preceding the year in which the student has left the district. This provision does not apply to the transfer of students to other schools.

Legal References: Section 118.125(1)(b) & (2)(j) Wisconsin Statutes
Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Sec.99)

Cross References: Board Exhibit 347.1 (1), Request to Withhold Directory Data/Information
Board Exhibit 347.1 (2), Request to Reinstate Directory Data/Information

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