

**PROCEDURES**Directory Information

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In accordance with the Family Educational Rights and Privacy Act (FERPA) regulations, the District may make certain directory information available without parental/guardian or eligible student's consent if public notice of the categories of information designated as directory information has been given. After such public notice, parents/guardians have the right to object to the release of the information within a specified reasonable time.

Directory information for this District includes the following information about the student:

- Student's name
- Picture
- Major field of study
- Participation in recognized activities and sports
- Weight and height of members of an athletic team
- Grade placement
- Honors and awards received

**Armed Forces Recruiting**

Armed forces recruiting representatives and service academy recruiters are entitled to receive directory information for students in grades 9-12 that will include the following:

- Student's name
- Home address and telephone number (if listed)

Pursuant to Federal Law, a form will be sent to parents/guardians that allows them to opt out of the disclosure of directory information to military recruiters, and that informs the recipients that failure to complete and return the form will result in the disclosure of the information to military recruiters. Pursuant to Federal Law, high school principals may not exclude military recruiters from school campus if they do not similarly exclude prospective employers or post-secondary institutions.

**Notification**

The District shall inform students and their parent(s)/guardian(s) annually and upon initial enrollment of their rights under Law and Board Policy and Procedures with respect to directory information, and of the procedures for exercising those rights. This notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

**Disclosure of Directory Information**

Student names and other directory information shall not be disclosed to businesses or organizations that plan to use the information for commercial purposes. Exceptions may be made where the purpose has been approved in advance by the Superintendent

**Effective Date: September 6, 2015**

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and/or where a parent(s)/guardian(s) have given, in writing, express permission for this information to be disclosed.

**Parental/Guardian Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Wyandotte Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wyandotte Public Schools 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 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/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 rights or publish yearbooks. In addition, two Federal Laws require school districts receiving federal assistance, to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone numbers – unless parents have advised the District that they do not want their student's information disclosed without prior written consent.

If you do not want Wyandotte Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks of the start of school and/or receipt of this notice. Wyandotte Public Schools has designated the following information as directory information:

- Student's name
- Picture
- Major field of study
- Participation in recognized activities and sports
- Height and weight of members of an athletic team
- Grade placement
- Honors and awards received