

STUDENTS

Student Directory Information: Guidelines

A. Generally

Any person or organization requesting student directory information must submit a letter to the Superintendent or designee stating the reason for such a request and for what purpose the information will be used. No directory information concerning a student will be released without prior approval of the Superintendent or designee. Prior to releasing directory information, school staff are responsible for verifying whether the student has opted out of release of personal information. The following directory information may be released without prior approval of the Superintendent or designee (provided that the information does not contain information related to a student disciplinary matter, a criminal investigation or a matter that is reasonably determined to be the subject of actual potential litigation).~~Directory information defined in School Board Policy 5-66, Section B. 6., 7., and 8 may be released without prior approval of the Superintendent or designee. The releasable student directory information is as follows:~~

1. Participation in officially recognized activities and sports;
2. Height and weight, if member of athletic team; ~~and,~~
3. Awards and honors received.
4. Photographs or digital images, including recordings of educational or school related sporting/extracurricular events that third parties attended. Photographs or digital images of instructional activities require approval of the Superintendent or designee to be released.
- 3.5. Yearbooks, class picture, playbills or programs for shows, plays, concerts, graduations or similar school created publications or advertisements.

B. Individual Schools

Any person representing schools, colleges and official recruiting personnel of the military forces requesting student directory information must submit a letter to the principal or designee stating the reason for such a request, for what purpose the

information will be used, and assurances that the student's families' privacy will be safeguarded.

C. Procedures

Prior to release of any information, the steps outlined in paragraph C, Release of Directory Information, of ~~Pp~~ policy 5-66 must be strictly adhered.

Editor's Note

~~See School Board Policy 5-66: Student Directory Information~~

~~See school division website: www.vbschools.com.~~

Legal ReferenceRegulatory Authority

~~Code of Virginia, § 2.2-38043800, as amended. Government Data Collection and Dissemination Practices ActAdministration of systems including personal information; military recruiters to have access to student information, school buildings, etc.~~

~~Code of Virginia § 22.1-287, as amended. Limitations of access to records.~~

~~Code of Virginia, § 2-2.1-2872.1, as amended.~~ Directory Information.

~~Code of Virginia, § 22.1-288, as amended.~~ Furnishing information to public or private school, college, or university, or private business or professional school or institution of higher education college or military force.

~~Code of Virginia, § 22.1-130.1, as amended.~~ Access to high schools and high school students for military recruiters.

~~No Child Left Behind Act of 2001.~~

~~Family Education Rights and Privacy Action (FERPA), 20 U.S.C. §1232, et seq., 34 CFR Part 99.~~

Related Links

School Board [Policy 5-66](#)

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