

Distribution of Lists of Students

The Distribution of lists of students will be strictly controlled following laws governing students' right to privacy.

The Superintendent of Schools shall establish regulations and procedure for the distribution of lists of students. Directory information that may be requested is defined in policy [AP 6910](#), Student Education Records, under the heading "Record Dissemination."

Lists of students may be obtained through the Information Technology Department for the following purposes:

1. Information to students about post-secondary education.
2. Information to students about vocational and career opportunities. This will include the distribution to all military service entities: This is the provision of addresses, names, and telephone numbers of students. An exception occurs when a parent/eligible student opts-out of directory info dissemination (see the link to federal code below).
<http://www.law.cornell.edu/uscode/text/20/7908>
3. Information regarding Parent Teacher Association/Organization programs, including the distribution of basic student information in the form of a paper or electronic directory to be shared with school parents.
4. Information on past graduating classes for reunion purposes.

The Information Technology Department will process authorized lists as quickly as possible. There is a \$20.00 charge for each list processed for anyone other than the branches of the US military, Fargo Public School personnel, Fargo Schools Foundation or PTA representatives.

Anyone wishing to obtain a list of students for any purpose other than those stated above must secure prior authorization from the Superintendent of Schools.

Adopted 11/8/77
Reviewed 12/2002
Revised 10/2008
Revised 6/2012
Revised 10/2016
Revised 9/2020
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REQUEST FOR STUDENT LIST

Name of Requester _____

Organization Representing _____

Address _____ Phone _____

Information Requested:

School _____ Grade (s) _____

Information needed (i.e. – address, phone, etc.)

*PTAs will receive a standard list of student name, grade, homeroom teacher, home address, primary phone number, unless the parent has opted out

Purpose (how this information will be used.)

I hereby certify that the lists of students provided me will be used only for the purpose indicated, that the lists of students will remain in my custody, will not be distributed further and will be destroyed after they have served their purpose. I will not post this list to a publicly accessible online site.

_____ Date _____

Signature of Requester

Position/Agency

Approved for Release of Lists as Requested _____ Yes _____ No

Signature of Principal, Computer Services Director, or Superintendent

Date _____