

POLICY

2005

7242

Students

SUBJECT: STUDENT DIRECTORY INFORMATION

Although the District is generally prohibited by the Family Education Rights and Privacy Act (FERPA) from releasing personally identifiable records or files about an individual student without written consent, certain specified information about students may be released by the District if such information is designated by the District as **DIRECTORY INFORMATION** and the following procedures are followed:

- a) In the fall of each year, the District will provide each family with written notification, through the Newsletter, that certain specified personally identifiable data will be considered as directory information in the West Canada Valley Central School District.
- b) The written notice described above shall indicate that parents/guardians and students (non-minor) have the right to request that information may not be released without their prior written consent. This shall indicate the process to be followed by a parent/guardian/student to prohibit the release of designated directory information.
- c) Parents/guardians/students shall have a reasonable period of time after receipt of the notice described above in which to inform the District of their desire to have the release of designated directory information limited or prohibited. After that time, the District may release directory information to groups, agencies or individuals; provided that such information shall not be released for commercial purposes.

Directory information, for the purpose of this policy, includes: student's name, address, phone number, date of birth, photograph, participation in officially recognized sports and activities, weight and heights of athletes, awards received, and similar information as determined by the Superintendent and in keeping with applicable laws.

Family Educational Rights and Privacy Act of 1974
20 United States Code (USC) 1232(g)
34 Code of Federal Regulations (CFR) Part 99

NOTE: Refer also to Policy #7243 -- Military Recruiters' Access to Secondary School Students and Information on Students

Adopted: 11/14/05
Revised: