

DIRECTORY INFORMATION

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 years of age or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Excelsior students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes student name, contact information, date of birth, field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student.

No information may be released to private profit-making entity other than employers, prospective employers and news media representatives, including newspapers, magazines and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil has provided written consent that directory information may be released.

Release of any or all directory information regarding a student may be declined by the parent or legal guardian or an eligible student. This decline must be made by writing to the Superintendent within 30 school days of the student's enrollment for the current school year.

Please see Parent/Student Handbook for additional information on Directory Information and Student Records.