

STUDENTS

Student Directory Information

A. Generally

The School Board authorizes making student directory information public as permitted under state and federal laws and regulations.

B. Definition

Directory information is defined as information in scholastic records regarding a student that the School Division has determined is unlikely to be harmful if released to a third party. Student directory information is defined to include the following:

1. Name of student in attendance or no longer in attendance;
2. Date and place of birth;
3. Dates of attendance;
4. Participation in officially recognized activities and sports;
5. Height and weight, if member of athletic team;
6. Awards and honors received; and
7. Recordings of virtual instructional activities;
8. Photographs or digital images, including recordings of educational or school related sporting/extracurricular events that third parties attended;
9. Yearbooks, class pictures, playbills or programs for shows, plays, concerts, graduations or similar school created publications or advertisements; and
10. Other similar information.

C. Release of Directory Information

Prior to release of such information the Superintendent or designee, or principals shall give notice to parents/legal guardians/adult students by sending home through hard copy or electronic means an announcement describing the information defined as "directory information". Annual notification of the Family Educational Rights and Privacy Act (FERPA) constitutes sufficient notice that directory information may be released unless the

parent/legal guardian/adult student provides written notice of objection to the School Division.

D. Discretionary Selection of Directory Information by Superintendent or designee

Student directory information may be released at the discretion of the Superintendent or designee or principal. The Superintendent or a designee is authorized to determine those categories to be made public and under what circumstances the information will be released. Directory information will not be released for commercial or marketing purposes. Principals are authorized to release directory information related to participation in officially recognized activities and sports, height and weight for members of athletic teams, awards and honors, playbills or programs for shows, plays, concerts or graduations or similar school created publications or advertisements without seeking further authorization from the Superintendent.

No directory information concerning a student will be released without prior approval of the Superintendent or designee or principal.

E. Directory Information to Military Recruiters

Schools may release the names, addresses and telephone numbers of students to military recruiters. Parents/legal guardians or adult students may file a written objection with the school requesting that such information not be released without their prior written consent.

F. Release of address, telephone number or email address

A student's address, telephone number or email address may be released to students enrolled in the school or to School Division employees for educational purposes or school business only after the parent/legal guardian of a minor student, or an adult student consents in writing to such disclosure.

Legal Reference

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

Code of Virginia § 22.1-287, as amended. Limitation on access to records.

Code of Virginia § 22.1-287.01, as amended. Student Information; release to federal government agencies.

Code of Virginia § 22.1-287.02, as amended. Students' personally identifiable information.

Code of Virginia § 22.1-287.1, as amended. Directory information.

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

Code of Virginia § 22.1-289.01, as amended. School service providers; school-affiliated entities; student personal information.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232 *et seq.*, 34 C.F.R. Part 99, as amended

Virginia Board of Education Regulations, "Governing Management of the Student's Scholastic Record." (January 1991)

Elementary and Secondary Education Act, 20 U.S.C. § 7908 and 10 U.S.C. § 503 (c) as amended.

Adopted by School Board: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: September 2, 2003

Amended by School Board: April 4, 2006

Amended by School Board: October 29, 2020

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY


