

## **DIRECTORY DATA**

### **Definition**

“Directory Data” means those pupil records which include the pupil’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, videos, degrees and awards received and the name of the school most recently attended by the pupil prior to attending Swallow. Parents or guardians will be notified at the start of each year that they have fourteen (14) days to notify the school that all or any part of the directory data may not be released without the prior consent of the parent or guardian.

### **Release of Directory Data**

Except as otherwise provided, directory data may be disclosed to any person after the school has: (a) notified the adult student or parent, legal guardian or guardian ad litem of a minor student of the categories of information which it has designated as directory data with respect to each student, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the District to designate as directory data about that student. The District will not release directory data earlier than 14 days after the initial written notice to the adult student or parent or guardian, or after the District has been restricted from doing so by any of those parties.

- a. If the District has followed the notification procedure outlined above, and the parent or guardian does not object to the directory data being released, the District shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under Wisconsin section 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the

school district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.

When reviewing student directory data requests, as well as when implementing other provisions of these guidelines, consideration shall be given to applicable provisions of the public records law and the District's policy and procedures dealing with public records.

**Legal References:**

**Wisconsin Statutes**

Section 118.125 [state student records law; policies required]

**Federal Laws**

Family Educational Rights and Privacy Act [federal student records law]

34 C.F.R. part 99 [U.S. Department of Education FERPA Regulations]

34 C.F.R. part 300 [U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]

National School Lunch Program [heightened privacy rules for students' eligibility status and other NSLP records]

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Confirmed by: \_\_\_\_\_, President

\_\_\_\_\_, Clerk