

Board of Education Policy 4.8000  
Administrative Procedure

DIRECTORY INFORMATION

Legislation: §99.37 of FERPA

Definition: Directory information is specific identifying data about a student designated by a school system as that which can be shared with others who have the need to know without parental consent. Directory information is not considered critical to a student's privacy rights and may be disclosed *under certain circumstances* without obtaining written consent as long as parents are informed through public notice of the type information designated. Parents have the right to refuse disclosure of directory information but must do so in writing. An explanation of this right must also be a part of the public notice. In the Catawba County School System this notice is given annually through the *parent handbook*.

BOE Policy 4.8000 states: *Directory information on students may be utilized by the school district, individual schools or organizations, after providing proper notice and the opportunity to object to the parent, guardian or eligible student. The board strongly discourages the release of directory information to outside organizations which have requested the information for their own purposes, including private, commercial or religious organizations. Decisions to provide directory information to outside organizations must be approved by the superintendent or his or her designee. If the information is to be provided to such organizations, parents, guardians and eligible students should be notified of this potential use. The school district is not to discriminate between requests for directory information from organizations that are similar in purpose.*

Notice

Parents of children under the age of 18 are notified at the beginning of the school year or at the time of enrollment by means of the Catawba County Schools *Parent Handbook* that:

- Parental permission is required prior to any release of student records not considered directory information.
- Parents have the opportunity to withhold consent for release of student directory information about their child for school purposes or to outside organizations.

Guidelines

1. The only information designated by the Catawba County School District as directory information is: name of student, address, telephone number and name of parent/guardian.
2. Directory information in the form of a complete list of seniors will be provided for the armed services upon annual written request to the school.
3. A complete list of directory information on a graduated class can be provided if the request is made in writing to the Director of Student Services for the school district.
4. Requests for directory information as they relate to a partial listing of students qualified for a specific award/recognition program and/or scholarship program can be provided as long as the school has knowledge of the program and/or award.

5. Other organizations (private, commercial, and/or religious) requesting information must do so in writing, stating the purpose and/or use of the information, directly to the:

Director of Student Services  
Catawba County School District  
Post Office Box 1000  
Newton, NC 28658

6. Requests for other types of identifying information (not described as a listing) must be made in writing to the superintendent. These requests, if granted, would require prior written parental consent.
7. Questions about directory information should be addressed to the Director of Student Services.

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_