

Clackamas Education Service District

Code: **JOA**
Adopted: 05/20/09
Readopted: 3/20/13

Directory Information**

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student's name;
2. Student's address;
3. Student's telephone listing;
4. Student's electronic address;
5. Student's photograph;
6. Date and place of birth;
7. Major field of study;
8. Participation in officially recognized sports and activities;
9. Weight and height of athletic team members;
10. Dates of attendance;
11. Degrees or awards received;
12. Most recent previous school or program attended.

Public Notice

CESD will give annual public notice about directory information to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, CESD's option to release such information and the requirement that CESD must, by law, release secondary students' names, addresses, and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request CESD withhold this information. Such notice will be given prior to release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the CESD Superintendent by the parent, student 18 years of age, or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or emancipated student may not opt out of directory information to prevent CESD from disclosing or requiring a student to disclose his/her name or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by CESD in this policy.

Directory information shall be released only with approval from an authorized supervising administrator.

Directory information about a student will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number, student identification number, or biometric record be considered directory information.

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)

[ORS 107.154](#)

[ORS 326.565](#)

[ORS 326.575](#)

[ORS 336.187](#)

[OAR 581-021-0220 to -0430](#)

[OAR 581-022-1660](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).

No Child Left Behind Act of 2001, 20 U.S.C. § 7908 (2006).

Cross Reference(s):

IGBAB/JO - Education Records/Records of Students with Disabilities

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