

# Douglas Education Service District

Code: **JOA**  
Adopted: Unknown  
Readopted: 10/15/15  
Orig. Code(s): 7400-AR; 8500-AR; 9050-AR

## Directory Information\*\*

“Directory information” means those items of personally identifiable information contained in an ESD student educational record which is not generally considered harmful or an invasion of privacy if released. The following categories of student record information 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. Participation in officially recognized activities;
8. Dates of attendance;
9. Degrees and awards received;
10. Most recent previous school or program attended.

### Public Notice

The ESD will give annual public notice to parents of students and students 18 years of age or older enrolled in a ESD program or activity regarding ESD’s policy on release of directory information. The notice shall identify the types of information considered to be directory information, ESD’s option to release such information and the requirement that ESD 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 the district 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 superintendent by the parent or student 18 years of age or older within 15 days of the annual public notice.

A parent or student 18 years of age or emancipated student may not opt out of directory information to prevent the ESD from disclosing or requiring a student to disclose their 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 the ESD in this policy.

Directory information shall be released only with superintendent's approval.

Directory information considered by the ESD to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

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

END OF POLICY

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**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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