

# Lane Education Service District Policy

Code: **JOA**  
Adopted: 2/22/94  
Readopted: 7/10/01; 6/24/08; 5/19/09;  
8/28/12; 12/06/17  
Orig. Code(s): JOA

## **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 electronic address;
3. Student’s photograph;
4. Dates of attendance;
5. Grade level;
6. Most recent previous school or program attended.

### **Public Notice**

The ESD will give annual public notice 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, the ESD’s option to release such information and the requirement that the 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 ESD 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 principal/ESD official 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 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 administrative direction.

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. The ESD shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

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**Legal Reference(s):**

[ORS 30.864](#)

[ORS 336.187](#)

[OAR 581-022-2260](#)

[ORS 107.154](#)

[ORS 326.565](#)

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

HB 3464 (2017)

[ORS 326.575](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2017).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2017); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Every Student Succeeds Act of 2015, 20 U.S.C. § 7908 (2017).

**Cross Reference(s):**

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

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

JOD - Media Access to Students