



Code: **JOA**  
Adopted: 5/14/03  
Revised/Readopted: 7/09/08; 8/27/14; 2/22/17;  
3/21/18

## **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. Major field of study;
3. Dates of enrollment;
4. Diplomas or awards received.

### **Student’s Name and Address**

In order to protect student privacy, and to prevent unwanted solicitation of students and their families, the district will release either students’ names or students’ addresses. The district will not release names and addresses together, except to law enforcement or other agencies as designated by law.

### **Public Notice**

The district will give annual public notice in the *Student Rights and Responsibilities Handbook* 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 district’s option to release such information and the requirement that the district 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 principal by the parent or student 18 years of age or emancipated within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their names, identifier, institutional email address in a class in which the student is enrolled 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 district in this policy.

Directory information shall be released only with the superintendent or his/her designee direction.

Directory information considered by the district 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.

### **Application for Release of Information**

All requests for directory information must be in writing and submitted to the superintendent's office. Upon receipt of a request, the district will respond as soon as practicable and without unreasonable delay. The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request.

The Board reserves the right to establish a fee schedule which will reasonably reimburse the district for the actual cost of providing the requested information. The district 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 581-022-2060](#)

[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. §§ 1400-1419 (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, 20 U.S.C. § 7908 (2017).