



**Newsletter**  
**June 2023**

## **Student Directory Information Policy 515 Model Student Handbook**

The Minnesota Legislature passed a law regarding student directory information that is now in effect. The new law states:

An educational agency or institution may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this subdivision. This paragraph does not apply to a postsecondary institution.

Please note that federal law continues to permit military recruiters to request "name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number."

### **Model Policy 515**

MSBA/MASA Model Policy 515—*Protection and Privacy of Pupil Records*—is updated to reflect this change. A redline and an editable version of the policy is available on the MSBA website (see below).

### **Model Student Handbook Subscribers**

The redline and the editable versions of the *2023-24 Model Student Handbook* is updated as of June 27, 2023. If your district downloaded the Handbook before June 27, please update pages 28-29 under "Directory Information" as shown on the redline version.

### **Instructions to access the Policy Manual online**

1. Please visit [www.mnmsba.org](http://www.mnmsba.org).
2. Go to the Resources tab and select Policies
3. Log into the Members area (access is limited to Policy Services subscribers)
4. Click on a desired policy
5. A clean version and a redlined version can be found at the bottom of the policy page, below the Legal References and Cross References.

## Instructions to access the Model Student Handbook online

1. Please visit [www.mnmsba.org](http://www.mnmsba.org).
2. Go to the Services tab and select Policy Services
3. Please scroll down to MSBA Model Student Handbook
4. Click on [Access more information about the MSBA Model Student Handbook](#).
5. Click on [Subscribers: Click here to download the latest version of the handbook](#).
6. Links to a clean version and a redlined version of the Model Student Handbook will appear.

**NOTE:** If you experience trouble viewing the **redlined** version, please go to the Review tab on Microsoft Word and ensure that “All Markup” is clicked in the Tracking section. If the “Simple Markup” box is checked, one cannot see the redlined changes.

If you have questions about Policy Services, how to navigate the online Policy Reference Manual, or the content of the model policies, please contact Terry Morrow at (507) 934-8126 or (800) 324-4459 or by email at [tmorrow@mnmsba.org](mailto:tmorrow@mnmsba.org)

Jaymyson Sillman ([jsillman@mnmsba.org](mailto:jsillman@mnmsba.org)) can assist if technological issues arise related to accessing the model policies or the revisions.

