

# Oregon School Boards Association Selected Sample Policy

Code: JOA  
Adopted:

fes

## 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;~~ Date 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. Grade level;
12. Degrees, honors or awards received;
13. Most recent previous school or program attended.

### Public Notice

The district 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 district’s option to release such information and the requirement that the district must, by law upon request, release secondary students’ names, addresses and telephone numbers to military recruiters and/or

<sup>1</sup>[For the health, safety and welfare of students, the district may want to consider limiting this list. Consider deleting #2, 3, 4, 6, 7, 10, 11, 12 and/or 13; recommend deleting the word ‘degrees’ in #12 if kept.]

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, student 18 years of age or emancipated student 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 administrative 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. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

↑  
in bold

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

HB 3464 (2017)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1427 (20062017).  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (20112017); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (20112017).  
~~No Child Left Behind Act of 2001, 20 U.S.C. § 7908 (2006).~~  
Every Student Succeeds Act of 2015, 20 U.S.C. § 7908 (2017).