

Student Personnel
Series 500

Policy Title: Student Directory Information

Code No. 507

Policy Statement

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Scope of Policy

The agency may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the agency in writing that he or she does not want any or all of those types of information designated as "directory information." The agency has designated the following as "directory information":

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in agency sponsored child-care programs.

Accountability Overview

Prior to developing a student directory or to giving general information to the public, parents (including parents of students tuitioned-in to the agency's programs) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the Chief Administrator to provide notice and to determine the method of notice that will inform parents.

Legal Reference: 20 U.S.C. § 1232g.
34 C.F.R. § 99.
Iowa Code § 22; 622.10.
281 I.A.C. 12.3(4); 41.

Date of Adoption:
9/8/25