

**Directory Information**

The District may disclose any of the items listed as “Directory Information” without prior written consent, unless notified in writing to the contrary.

**Directory information** means one or more of the following items: student’s name, address, telephone numbers, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, including honor roll publication, and the most recent previous public or private school attended by the student, parent’s name and/or e-mail address.

A student’s Social Security Number or student ID number is prohibited from designation as directory information. However, student ID numbers, user ID, or other electronic personal identifiers used by a student to access or communicate in electronic systems may be disclosed only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user’s identity such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

**Public Notice**

The District will give annual public notice to parents/guardians of students in attendance and students eighteen (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/guardians or eligible students request the District withhold this information and provide prior written consent to release such information. Such notice will be given prior to the release of directory information.

A student ID number or other unique personal identifier that is displayed on a student ID badge may be considered as directory information only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

**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/guardian, student of eighteen years of age or emancipated student with fifteen days of the annual public notice.

## STUDENTS

5145.15(b)

Legal Reference: Connecticut General Statutes § 10-210(11)  
Connecticut General Statutes § 10-221b  
Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g et seq. (as amended)  
Public Law 106-398, 2000 H.R. 4205  
Public Law 114-95 § 8025

Policy adopted: May 13, 2015  
Policy revised: November 9, 2016