



Georgia Department of Education

Policies and Procedures

Policy Title:	Student Directory Information, State Schools		
Policy Number:	SS-6023		
Release Date:	1-6-15	Last Revised:	

Purpose

To describe the use of student directory information at a State School

Applicability

This policy applies to all students that are placed at the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

Policy

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that a State School with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the State School may disclose appropriately designated "directory information" without written consent, unless you have advised the State School to the contrary in accordance with the State School's procedures. The primary purpose of directory information is to allow the State School to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to

outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want a State School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the principal of the State School in writing. This notification may occur at anytime during the school year.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user