

## **Lewis Center for Educational Research**

### **AR 5125.1: STUDENTS RELEASE OF DIRECTORY INFORMATION**

**Adopted: June 12, 2017**

**Revised: August 14, 2023**

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such information may include:

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph/video
8. Birthdate
9. Dates of attendance
10. Grade level
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams
13. Degrees, honors, and awards received
14. The most recent educational agency or institution attended
15. 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 social security number, in whole or in part, cannot be used for this purpose.)

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the school or Lewis Center plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the Lewis Center designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the Lewis Center, in writing that he/she does not want a certain category of information designated as directory information.

The President/CEO ("CEO") or designee shall notify parents/guardians that they may request that the Lewis Center not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent.

Directory information shall not be released regarding any student whose parent/guardian notifies the Lewis Center, in writing, that such information not be disclosed without the parent's/guardian's prior consent.

The CEO or designee may limit or deny the release of specific directory information to any public or private nonprofit organization based upon his/her determination of the best interest of the child.

Colleges and prospective employers, including military recruiters, shall have access to directory information. Military recruiters shall have access to a student's name, address, and telephone number, unless the parent/guardian has specified that the information not be released in accordance with law and administrative regulations.

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and prospective employers, in accordance with Lewis Center Board policy. Private schools and colleges may be given the names and addresses of Seniors and students who are no longer enrolled provided they use this information only for purposes directly related to the institution's academic or professional goals.