

## Students

Series 500

Policy Title: Authorization for Releasing Student Directory Information

Code No. 506.2E1

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### AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Marshalltown Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review on the district webpage, school buildings and administrative offices.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public. The school district has designated the following information as directory information:

For elementary students, directory information consists of the following: the student's name, grade level, participation in officially recognized activities and sports, special recognition of awards received and a photograph or other likeness of the student.

For middle school and high school students, directory information consists of the following: the student's name, grade level, date of birth, name of parent or guardian, participation in officially recognized activities or sports, weight and height of members of athletic teams, special recognition or awards received and a photograph or other likeness of the students.

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing by September 15. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

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RETURN THIS FORM

Marshalltown Community School District Parental Directions to

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Withhold Student/Directory Information for Education Purposes, for 20\_\_-20\_\_ school year.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent/Legal Guardian/Custodian of Child)

\_\_\_\_\_  
(Date)

This form must be returned to your child's school by September 15.

Additional forms are available at your child's school.

Adopted: June 18, 2018

Amended: May 18, 2020