

## GRAND ISLAND PUBLIC SCHOOLS

### 8750 STUDENT DIRECTORY INFORMATION

Grand Island Public Schools (GIPS) recognizes the importance of maintaining student records and preserving confidentiality. Certain personal information on students may be made public from time to time.

Generally, schools must have written permission from the parent, legal guardian or eligible student in order to release any information from a student's education record. However, schools may disclose those records, without consent, to the following parties or under the following conditions:

- "School officials" with "legitimate educational interest"
- Information the school has designated as "Directory Information"
- Other schools to which a student is transferring or enrolling in which case records will be forwarded upon request
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Parents of an eligible student if the student is a dependent for IRS tax purposes
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The release of information to "school officials" includes any of the following when that person has a "legitimate educational interest" in having access to the information. A "school official" is a person employed or contracted by GIPS as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel, or a person serving on the school board. A "school official" also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, including but not limited to an attorney, auditor, medical consultant, consultant, hearing officer, investigator, insurer/insurance company adjuster, counselor, therapist, a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A "school official" has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

Schools may disclose, without consent, "Directory Information", unless the parent, legal guardian or eligible student elects to opt-out of the disclosure of Directory Information. Directory information is information from a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The following items are designated by Grand Island Public Schools as "Directory Information":

- Student's name

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- Student's school e-mail address
- Photographs – including use of student photographs in District publications, or District social media and the District's website, and release of yearbook or graduation photo upon request by news media
- Video, film, voice, livestream broadcast or audio tape when filmed by the District for educational purposes or for promotional use, when filmed by the news media, or when filmed at a school sponsored activity or public event
- Height and weight
- Major field of study, student work
- Enrollment status, and grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- Name of school attending
- Class lists

Parents, legal guardians and eligible students have the right to opt-out of the disclosure of "Directory Information," subject to the requirements and limitations of the Family Educational Rights and Privacy Act (FERPA), state law, and the policies and procedures contained in this policy. Opt-out forms are only effective for the school year in which they are submitted. In order to opt-out of the disclosure of Directory Information, you must submit a written Opt-Out of Directory Information form, which can be obtained from the principal's office at the elementary schools, and from the guidance offices at the middle schools and high school. Opt-out forms must be submitted to the principal's office for elementary students, and to the school guidance offices for students attending the middle school or high school, within the time frame specified on the form. Forms submitted after the due date will be accepted, however, some information may have already been disseminated or submitted for printing and will not be able to be changed or removed.

The District is required to supply class lists including name, address, and phone number to college and military recruiters upon their request. Parents and legal guardians will have the opportunity to deny the inclusion of their child's information in class lists requested by college or military recruiters.

If you have a concern, questions or complaint about any of the above rights, please first contact and discuss it with your school's principal or the Associate Superintendent. You also have the right to file a complaint with the U.S. Department of Education concerning your rights under FERPA, whose contact information is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

References:                   10 U.S.C. §1232g (FERPA)(1994)  
                                      34 CFR Part 99 (Privacy Rights of Parents and Students)(1996)

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Cross Reference: FERPA DIRECTORY INFORMATION OPT-OUT FORM Policy 8750  
ANNUAL NOTIFICATION OF FERPA RIGHTS Policy 8750  
8710 STUDENT FILES AND RECORDS

Policy Adopted: November 3, 1980

Policy Revised: 7-6-98

Policy Revised: 4-8-10

Policy Revised: 10.13.2016