

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Highland 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. A copy of the school district's policy is available for review in the office of the principal of all of our schools.

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: student's name; address and telephone number; date and place of birth; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; photograph and other likeness and other similar information. 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 no later than September 15th of each school year. 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.

<i>RETURN THIS FORM</i>									
								Community School District	
Parental Directions to 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 no later than September 15 th . Additional forms are available at your child's school.									

USE OF DIRECTORY INFORMATION

The student handbook or similar publication given to each student which contains general information about the school will contain the following statement which is published at least annually in a prominent place or in a newspaper of general circulation in the school district:

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15th to the principal. The objection needs to be renewed annually.

NAME; ADDRESS; TELEPHONE NUMBER; DATE AND PLACE OF BIRTH; GRADE LEVEL; ENROLLMENT STATUS; PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS; WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS; DATES OF ATTENDANCE; DEGREES AND AWARDS RECEIVED; THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT; PHOTOGRAPH AND OTHER LIKENESS; AND OTHER SIMILAR INFORMATION.

Adopted: 12-10-12