



Non-Release of Directory Information

Businesses, organizations and/or any member of the public can request information about students attending District 199 schools. Known as directory information, the policy is defined by Board of Education policy (Policy 515 – Protection and Privacy of Pupil Records), which also governs its release.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, photograph, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and photos for school approved publications or newspapers or cablecasts, bulletins, programs or similar school-produced information pieces. It also includes the name, address and telephone number of the student's parent(s). Directory information does not include personally identifiable data which references religion, race, color, social position or nationality.

If you are a parent of a student less than 18 years of age or a student who is 18 years of age or older, you have the right under federal and state law to direct the district to not release directory information. If you do not want this information released for other than district use, you must sign and return a "non-release" form to the school your child attends. The refusal to release directory information must be received by the district by October 1 of the school year, or within 30 days of the student's enrollment in school. It will remain in effect for the remainder for the school year in which the request is made. A new request must be completed each year.

The student's education records will be transferred to other educational institutions upon transfer of the student. You also have the right to inspect and review the student's education records maintained by the district. Such information will be disclosed to you except when federal or state law bars disclosure. A request for disclosure may be made to a school principal. You have the right to request an amendment to the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

If you have any questions, please contact your school principal or Jane Sansgaard, Director of Special Services, at 651-306-7827.

Complaints regarding alleged violations of rights can be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

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<input type="checkbox"/> Please keep directory information private except for school district use (199 Reporter, district calendar, yearbooks, class photos, class lists, district Web site, newspapers, etc.)		
<input type="checkbox"/> Please do not release directory information for any use except to school officials or as provided under federal law. I understand this student will not be listed in school programs and yearbooks because these documents are considered public domain.		
Student's Name _____		
School _____	Grade _____	Home Phone _____
Home Address _____		
City _____	State _____	Zip _____
Your Name _____	Relationship to Student _____	
Address (if different than above) _____		
City _____	State _____	Zip _____
Daytime Phone _____	Home Phone _____	
Signature _____	Date _____	