



USE OF DIRECTORY INFORMATION
– STUDENT RECORDS –

D28.00
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PROCEDURE

Introduction

Directory Information, as identified below, is personal information about students that may not be disclosed except as noted in this written procedure.

Identification

1. Definitions

- A. Custodian of Records - A staff member who has been appointed by a principal, program manager, or other administrator, as the person responsible for the maintenance and security of the records. (see D26.00 - Maintenance and Location of Student Records).
- B. Student Records - individual student records or personally identifiable information regarding students that is/are recorded in any medium, including but not limited to computerized records and files, handwriting, print, tape, film, microfilm, or microfiche.

All references to student records encompass all the forms of data retention described above.

- C. Computerized or Electronic Records and Files - Those records or personally identifiable information regarding students that have been collected and stored in a computer storage device or are directly accessible via a computer terminal.

2. Directory Information is limited to the following information:

- A. Student's name.
- B. Student's address.
- C. Telephone listing.
- D. Date and place of birth.
- E. Dates of enrollment.
- F. Degrees and awards received.
- G. Major field of study.
- H. Participation in officially recognized activities and sports.
- I. Height and weight of members of athletic teams.
- J. Most recent school or program attended.



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3. Parents and adult students have the right to exempt from disclosure any or all types of information designated as Directory Information. (see 1 under procedure section).

NOTE: After parents or adult students have been given the opportunity to limit disclosure of Directory Information, and have not done so, such information may be disclosed in accordance with other procedures contained in this section.

Procedure

1. Organization of Directory Information - It is the responsibility of school and program personnel to:
 - A. Provide parent and adult students with reasonable notice of:
 - (1) The types of information included in the category of Directory Information.
 - (2) Their right to indicate that all or a portion of the personal information about the student involved may not be designated as Directory Information. They may also indicate Directory Information that may be released in some circumstances but not in others.
 - B. Maintain lists of adult students who have requested, or students whose parents have requested that Directory Information not be released, and to assure that such information is not released, except as permitted under these procedures.
2. Requests for disclosure of Directory Information
 - A. Disclosure of Directory Information, is prohibited if parents or adult students have specifically requested that Directory Information not be disclosed, unless disclosure is permitted under the provisions of 2 B below.
 - B. Disclosure of Directory Information is permitted in the following cases:
 - (1) Even if the parent or adult student has declined to authorize its release, Directory Information may be released if:
 - (a) The request or inquiry is from a parent with custody.
 - (b) The request or inquiry is from a natural parent without custody provided there is no court order preventing disclosure.



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- (c) Directory Information is needed by a school or School District personnel to carry out their assigned educational and operational responsibilities.
 - (d) An emergency situation exists in which disclosure of Directory Information will protect the health and safety of the subject student or others (see procedure D23.00 - Access To Student Records).
 - (e) Disclosure of the student's name within the school is required in the routine operation of the school.
 - (f) The parent of a student is referred to the prosecuting attorney or the courts for alleged violation of the state truancy law.
 - (g) The student is reported to Children's Protective Services as a suspected victim of child abuse.
 - (h) A public or private agency, conducting an educational program in cooperation with Seattle School District and acting as an agent of Seattle School District, requests lists of potential students for the specific cooperative program.
 - (i) The King County Health Office or designated immunization agencies requires Directory Information in order to comply with the state immunization program.
 - (j) If the District is otherwise authorized to disclose personally identifiable information as specified in procedure D24.00 - Release of Student Records.
- (2) Non-District persons or agencies who meet specific criteria may receive Directory Information of students if:
- (a) They are engaged in cooperative activities that directly serve or provide operational support for the school or program, provided:
 - [1] No Directory Information shall be provided of students whose parents have declined to have such information released.



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- [2] Disclosure of Directory Information shall be authorized only by school principal or program manager with due consideration given to other provisions contained in this section.
 - [3] Disclosure of Directory Information shall be limited to only that information deemed necessary to accomplish the planned project.
- (b) Their purpose is to inform students and/or parents of students of educational, training, or career opportunities provided:
- [1] No student's name shall be listed whose parents have declined to have Directory Information released.
 - [2] Directory Information will not be used for commercial purposes.
 - [3] Production of the requested Directory Information can be accomplished without deferring or displacing any other needed District service.
 - [4] The person or agency receiving Directory Information shall reimburse the District for all costs attendant to its production, as estimated by the District prior to production. A schedule of fees will be maintained by SISO.
 - [5] The person or agency requesting Directory Information shall provide information or exhibits demonstrating that:
 - [a] The opportunities to be announced or information to be provided have significant merit and will be of interest to a significant portion of the target population, and
 - [b] Personal contact by mail, telephone or in person, with the target population will result in a minimum invasion of privacy, and
 - [c] The Directory Information provided will not be shared with any other person or agency, will not be used for other than the purpose stated in the request, and will be destroyed when no longer of use--or prior to a designated date which, in no case, shall be more than one year from the date of issuance, and



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- [d] Any information or literature to be sent to students and/or parents shall be factual, straightforward, and free of misrepresentation.
- [6] The Assistant Superintendent for Support Services and District relations shall be:
 - [a] The authority for issuing Directory Information to non-District persons or agencies for the purpose of disseminating educational, training, or career information.
 - [b] Empowered to waive requirements (3) and (4) above, if the planned project has exceptional merit and will positively benefit the subject students and/or parents or the District to the degree that it could be considered a worthy District project.
 - [c] Their purpose is to provide students and parents of students with useful information or to inform them of opportunities not related to education, training or careers, provided:
 - i. The information to be disseminated shall not espouse a particular philosophical, religious, political, economic or social point of view, and
 - ii. The proposed project shall be a reasonable and proper activity for the District to support and shall warrant the allocation of public resources required to provide the requested Directory Information, and
 - iii. Disclosure is not for commercial purposes, i.e., a primary purpose for using Directory Information is to sell or advertise a product or service for financial gain.
 - [d] Their purpose is to conduct research of a target population, provided the research project receives District approval in accordance with District guidelines for research projects.



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- [e] They are, conducting an official investigation of Seattle School District operations, provided:
 - i. Such disclosure is in accordance with the advice of the School District general counsel, and
 - ii. Final authority for disclosing Directory Information shall be reserved to the Superintendent.
- (3) In all other cases, the Superintendent or designee shall determine whether Directory Information is to be disclosed, based upon principles inherent or implied in the foregoing procedure.

Former code(s): H38.11, H15.11