

# Directory Information

## Pupil Data Fields Identified for Disclosure/Non-Disclosure

Policy # 347.1

Waunakee Community School District

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- I. Except as otherwise provided in this policy, the Waunakee Community School District will not disclose any of the following directory data information (per 118.125 and FERPA) without written consent of parents/guardians or adult students:
  1. Name
  2. Address
  3. Telephone number
  4. Date and place of birth
  5. Dates of attendance
  6. Records
  7. Name of the school most recently previously attended
  
- II. The Waunakee Community School District designates the following data elements as directory data and will disclose the following directory data information (per 118.125 and FERPA) upon request unless the parents/guardian or adult student notifies the school to not disclose within (14) fourteen days of receiving the district's annual pupil record notification, or 14 days after first receiving the annual pupil record notification:
  1. Name as part of their participation in officially recognized activities/programs and/or sports
  2. Weight and height, if a member of an athletic team
  3. Photographs and associated name
  4. Degrees and awards received and associated name
  5. Major field of study and associated name
  
- III. Separate and independent of the District's designation of student directory data items under this policy, federal law requires the District to provide institutions of higher education and military recruiters, upon their request, with the following contact information for high school students **unless** an eligible student or the parent or guardian of a minor student has notified the District that such information shall not be released without the prior written consent of a parent or guardian (or adult student, if applicable):
  - a. To institutions of higher education: a high school student's name, address, and telephone number.
  - b. To military recruiters: a high school student's name, address, telephone number, and electronic mail address.

The District shall notify parents and guardians of high school students (or, if applicable, an adult student) of the option to opt out of such disclosures, and the administration shall implement appropriate procedures for submitting an opt-out decision to the District.

- IV. **The Waunakee Community School District will disclose the following pupil and family information, with active parent consent, to parents in a child's classroom/school as part of a student directory list, created at the direction of the building principal. The building principal will create a process to allow parents to opt in to the specific directory data, from below, that they are willing to disclose.**
  1. **Student's Name**
  2. **Parent's Name**
  3. **Student's Address**
  4. **Parents' Phone Number**
  5. **Parent's Email**

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Legal Ref.:       Sections 48.396 Wisconsin Statutes  
                          115.812  
                          118.125  
                          118.126  
                          118.127  
                          118.51 (8)  
                          118.52 (10)  
                          120.13(1)(f)  
                          146.81 – 146.84  
                          252.15  
                          767.24(4)  
                          938.396  
                          Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R.  
                          Sec.99)  
                          No Child Left Behind Act of 2001 (Section 9528)  
                          Protection of Pupil Rights Provision of General Education  
                          Provisions Act (20 USC 1232h)  
                          U.S.A. Patriot's Act

Cross Ref.:       347-Procedures Rule (1)  
                          347-Procedures Rule (2)

## **Adoption Date:**

December 2003

## **Revised Date:**

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