

I. PURPOSE

This policy exists to establish which records are considered Student Directory Information under FERPA.

II. DEFINITIONS

- A. FERPA: The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g; a federal law designed to protect the privacy of students' education records.
- B. Student Directory Information: Certain personally identifiable information from a students' education records that Athlos Academy of St. Cloud may publish without written consent following notice to a student's parent/guardian(s).

III. POLICY

- A. Athlos Academy of St. Cloud designates the following information as Limited Student Directory Information:
 - 1. Student's name
 - 2. Address
 - 3. Telephone listing
 - 4. Date of birth
 - 5. Dates of attendance
 - 6. Grade level
 - 7. Participation in officially recognized activities and sports
- B. Limited Student Directory Information shall be used for purposes deemed by the Lead School Administrator to be in the best interests of the school and may include distribution to:
 - 1. Members of the school community including:
 - a. parents/guardians of current students; and
 - b. school officials without a direct educational interest in the student.

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2. Community members attending school events such as sporting events, arts events, or any other public event that would typically have a program listing student names.
- C. Limited Student Directory Information is not considered public data under Minnesota Statutes, Chapter 13.
- D. Notice will be provided to parents/guardians annually describing how they may opt-out of designating some or all of their students' information as student directory information.
- E. Notice of directory information will include:
1. The list of information considered directory information from section A;
 2. Instructions on how to opt-out;
 3. The date following which lack of receipt of an opt-out notice will be considered permission to include student information as directory information; and
 4. The parties who may receive directory information and/or the purposes for which directory information may be disclosed.

Legal References:

[20 U.S.C. 1232g et seq.](#) (*Family Educational Rights and Privacy Act*)

[34 C.F.R. § 99.37](#) (*Disclosing Directory Information*)