I. PURPOSE

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

II. DEFINITIONS


B. Student Directory Information: Certain personally identifiable information from a student's 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.
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)