

POLICY 5.51

5-L I recommend the Board approve development of proposed Policy 5.51, to be entitled "Student Directory Information."

[Contacts: Ron Armstrong, 434-8821 and Nat Harrington, 434-8227.]

Further Development

CONSENT ITEM

- The purpose of a directory information policy is to allow a school or the District to include certain limited student information in publications without having the administrative burden of obtaining written parental consent. Some examples may include: the **annual yearbook**; a **graduation program**; a **playbill** showing a student's role in a drama production; the **honor roll** or other recognition lists; or **sports activity sheets** showing weight and height of team members. These directory documents are intended for publication to the school community or general public, *as opposed to being compiled for release to an individual.*
- This Policy is not intended to allow individuals or businesses to have information compiled or released to them about individual students. Rather, publications with certain limited information could be released if, and only if, the information was normally published "for the purpose of release to the public in general." FLA. STAT. § 1001.22(3)(c), (d).
- The first development reading of this proposed Policy was on June 2, 2003. To clarify issues raised at that meeting, the Legal Department recommended having another development reading. A summary of the issues is included in the Appendix.
- Another development reading of this proposed Policy was held on July 28, 2003. At that meeting, the Board requested comment from the contact persons regarding designation of a student's address as directory information. (Administrative Directive 5.05(12)(a) lists "name, birthdate, school address, home address, [listed] telephone number and dates of attendance" as directory information.) Ron Armstrong and Nat Harrington were consulted and neither believes that the address needs to be on the list of directory information, although it has been defined as directory information in Directive 5.05(12)(a) for the past 11 years. This new Policy supersedes Directive 5.05(12) and will not include "address."
- Even though "address" will not be designated as directory information, military recruiters and universities still have the right to obtain students' addresses under Title IV, Part A, § 9528, of the No Child Left Behind Act. Recruiters would still have access to the address unless parents

specifically opt out from access by recruiters.

- Recently, the Chief Academic Officer recommended proceeding with development of this proposed Policy.
- By statute, the Board can choose to classify any (or none) of the following data categories as student directory information: "the student's name, address, telephone number if it is a listed number, date and place of birth, major field of study [i.e., grade level in school], participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student." Fla. Stat. § 1002.22(2)(b).
- As stated in the Florida Board of Education DPS Memorandum 03-042, "before making any . . . disclosure [of directory information], public notice must be given relating this intent and the type of information to be released, and the district must have a written policy in place establishing such intentions."
- Even after designating certain statutory categories of information as "directory information" in this Policy, the District should not include any directory information in a directory (without parental consent) unless and until the District does all of the following:
 - a) gives specific public notice of such categories (at least once annually);
 - b) gives parents a reasonable time to opt out after the notice; and
 - c) "normally" publishes such information "for the *purpose of release to the public in general*." See FLA. STAT. § 1001.22(3)(c), (d); and SBER 6A-1.0955(6)(j).
- Any Board member with a technical question about this Policy is invited to confer with the contact persons and the Chief Counsel.

POLICY 5.51

STUDENT DIRECTORY INFORMATION

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3 1. **Definition.**-- "Student directory information" is generally defined as "information
4 contained in an education record of a student that would not generally be
5 considered harmful or an invasion of privacy if disclosed," 34 C.F.R. § 99.3, and
6 therefore, directory information relating to the student body in general or a portion
7 thereof may be released to the general public **if it is normally published for the**
8 **purpose of release to the public in general,** as stated in Fla. Stat. §
9 1012.22(3)(d), and if all the requirements of the other sections of this Policy have
10 been fulfilled.
- 11 2. The primary purpose of directory information is to allow the school or the District to
12 include certain limited student information in publications without having the
13 administrative burden of obtaining affirmative consent. Some examples may
14 include, but are not limited to: the **annual yearbook**; a **graduation program**; a
15 **playbill** showing a student's role in a drama production; the **honor roll** or other
16 recognition lists; **sports activity sheets** showing weight and height of team
17 members; or a **newsletter article** about a student who received an award. These
18 directory documents are intended for publication to the school community or
19 general public, *as opposed to being compiled for release to a lone individual.*
- 20 3. **Designated Categories of Information**
 - 21 a. The Board designates the following categories of data as student directory
22 information as allowed by Fla. Stat. § 1002.22(2)(b): "the student's name,
23 address, telephone number if it is a listed number, date and place of birth,
24 major field of study [i.e. grade level], participation in officially recognized
25 activities and sports, weight and height of members of athletic teams, dates of
26 attendance, degrees and awards received, and the most recent previous
27 educational agency or institution attended by the student."
 - 28 b. Consistent with DOE General Counsel's Opinion 01-19 and the Legislature's
29 having declined to enact CS/SB 192 (2001) (which would have made student
30 photographs and e-mail addresses directory information), the District shall not
31 classify a student's photograph or e-mail address as directory information.
32 Therefore, specific consent shall be required before disclosure of those
33 categories of student information, **including yearbook photos**, pursuant to
34 Fla. Stat. § 1002.22(3)(d).

35 4. Annual Notice and Opt-Out Period.-- As required by Fla. Stat. § 1002.22(3)(d),
36 the District "shall give public notice of the categories of information that it has
37 designated as directory information with respect to all students attending the
38 institution and shall allow a reasonable period of time after such notice has been
39 given for a parent or student to inform the institution in writing that any or all of the
40 information designated should not be released."

41 a. Such annual notice shall be provided in the Student and Family Handbook.
42 The notice shall inform parents and students of their right to opt out of any or
43 all categories of directory information about the student by notifying the
44 Principal in writing within 10 days of the annual distribution of the Student and
45 Family Handbook.

46 b. Although Title IV, Part A, § 9528, of the No Child Left Behind Act of 2001
47 requires the District to provide secondary students' names, addresses, and
48 telephone numbers to military recruiters and institutions of higher education
49 upon request, the annual notice shall inform students and parents of their
50 right, under that law, to request that the student's name, address, and
51 telephone listing not be released, without specific prior parental consent, to
52 military recruiters and institutions of higher learning.

53 c. A list of graduating seniors and their addresses will be prepared annually by
54 the Division of Information Technology to be used where logic and reason
55 allow that these be provided. This list is for internal School District purposes
56 only and shall not be considered, treated, or released as either directory
57 information or a public record.

58 5. Handling Requests for Directory Information.-- Requests for lists of students,
59 their addresses or listed telephone numbers, or other personally identifiable
60 directory information shall be referred to the Superintendent's designee. The
61 Superintendent's designee will serve as the central clearinghouse for screening
62 requests for a list of students, which may be provided **only if it has been normally**
63 **published for the purpose of release to the general public,** and only including
64 the information of students who have not opted out. Regarding those who have
65 opted out, the information shall not be released as directory information absent
66 specific student/parent permission on a case-by-case basis.

67 6. Once a parent, guardian, or adult student has opted out from release of any
68 particular category of directory information, that opt-out request shall be honored
69 from that time forward during the current school year, unless and until the written

70 request is modified by a contrary written request for a specific instance or in
71 general. A student will not be allowed to override a parent or guardian's written
72 request (that was submitted while the student was a minor) unless the student has
73 reached the age of majority.

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75 STATUTORY AUTHORITY: §§ 1001.41(2); 1002.22, Fla. Stat.

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77 LAW IMPLEMENTED: §§ 1001.43(6); 1002.22(2)(b), (3)(d), Fla. Stat.; Title IV,
78 Part A, § 9528 of the No Child Left Behind Act of 2001.

79
80 HISTORY: _____ / _____ / 04

Legal Signoff:

The Legal Department has reviewed proposed Policy 5.51 and finds it legally sufficient for development by the Board.

Attorney

Date

APPENDIX

COMMON QUESTIONS ABOUT DIRECTORY INFORMATION

A. Why do state and federal laws allow designation of directory information?

The primary purpose of designating student directory information, under federal and state law, is to allow schools or the District to include a *limited set of information* about students in school publications or District publications, without having to obtain the express written consent of the parent or guardian.

Administrative Directive 5.05(12) currently allows use of directory information as permitted by federal law and FLA. STAT. § 1002.22. The proposed Policy 5.51 simply adopts current practice into an official School Board Policy, which is necessary to comply with the Administrative Procedure Act. Without a Board Policy that allows publication of directory information, the District could be acting without valid authority each time it publishes any student information without the specific consent of the parent/guardian.

B. What are some examples of publications that can use student directory information?

Some examples of school or District publications that commonly use student directory information may include, but are not limited to:

- the annual yearbook
- graduation or talent show programs
- a playbill, showing the student's name and role in a drama production
- the honor roll or other recognition lists
- a school newspaper article about students who won an award
- sports activity sheets, such as for wrestling, showing weight and height of team members
- articles in School District publications about students deserving special recognition or who have received awards

C. What kinds of directory information can be included in such publications?

Florida Statutes § 1002.22(2)(b) allows the Board to adopt a Policy designating any or all of the following categories of data as student directory information that can appear, without express written consent, in school or District publications:

- name
- address
- telephone number if it is a listed number
- date and place of birth
- major field of study (e.g., grade level)
- participation in officially recognized activities and sports

- weight and height of members of athletic teams
- dates of attendance
- degrees and awards received
- the most recent previous school attended by the student

Although parents must be given an opportunity to opt-out from such information being included in publications, the law recognizes that most parents would not object to such innocuous data being included in publications: this information “would not generally be considered harmful or an invasion of privacy if disclosed” in a publication. 34 C.F.R. § 99.3 (regulation implementing the federal law on privacy of student education records).

D. How easy is it for parents to opt-out of having their children’s directory information included in publications?

An “*Annual Notice For Student Directory Information*” is published in the Student and Family Handbook. It states: “If you do not want the school or the District to disclose one or more of these categories of directory information from your child’s education records without your prior written consent, you must notify the school principal in writing within 10 days after the distribution of this Student and Family Handbook.” The proposed Policy contains a similar provision in section (3)(a).

E. How should use of photographs be handled?

The attached “*Annual Notice For Student Directory Information*” will be published in the Student and Family Handbook, which is distributed to parents and is posted on the District’s Web site. It states: “Please Note: Although photographs are not designated as directory information, annual yearbooks and other publications may customarily include student photographs, and therefore *parents must sign and submit the following form to authorize publication of photographs in annual yearbooks and other school publications.*”

F. Can someone who would normally not have access to student records obtain information, by telephone, from a student’s file if the data falls within the categories designated as “directory information”?

No; directory information is not to be disseminated by telephone. Florida law makes it very clear that “no educational institution shall release, to any individual, agency, or organization . . . directory information relating to the student body in general or a portion thereof unless it is normally published for the *purpose of release to the public in general.*” FLA. STAT. § 1012.22(3)(d). In other words, if the school or District has included the information in a publication, the requestor may obtain the publication through a public records request. On the other hand, if the school or District has not included the information

in a publication, written parental consent would be needed to authorize release.

G. Can the Board Designate Directory Information as “Opt-In” Rather than “Opt-Out”?

Florida law clearly contemplates that school boards may designate certain innocuous categories of data as student directory information, and that parents must be notified of those categories and be given a reasonable time to *opt-out* (i.e., to request that the data not be included in any directory-type publications or treated as directory information).

We believe the law would allow the Board to require opting-in through written consent (since this plan would simply protect student privacy). However, this approach would have the practical effect having *no* directory information (since express written consent would be needed as for any other student record information). Instead of processing a few hundred opt-out requests, school officials would be required to obtain consents from the parents of some 160,000 students. If schools had to obtain the opt-in written consent of parents before any publication of a student’s name (or other limited information) in a publication such as a school newsletter article, annual yearbook, or graduation program, schools would have a prohibitive administrative burden of tracking which parents had given permission. Moreover, the burden on parents would be prohibitive; perhaps relatively few would take the time and effort to provide the consent forms, even if they have no objection to publishing the information, and certain school or District publications could become very difficult to prepare. We advise against an “opt-in” alternative.