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**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 Jefferson Parish may publish without written consent following notice to a student's parent/guardian(s).

**III. POLICY**

- A. Athlos Academy of Jefferson Parish designates the following information as Student Directory Information:
  - 1. Student's name
  - 2. Address
  - 3. Telephone listing
  - 4. Electronic mail address
  - 5. Photograph
  - 6. Date and place of birth
  - 7. Dates of attendance
  - 8. Grade level
  - 9. Participation in officially recognized activities and sports
  - 10. Degrees, honors, and awards received
  - 11. The most recent educational agency or institution attended
  - 12. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

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13. A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- B. 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.
- C. 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*)