



**Students – Miscellaneous Matters**

**Policy Title: Parental Authorization for Withholding Student Directory Information  
Code: 505.62-E**

The Linn-Mar Community School District has adopted a policy designed to assure parents and students the full implementation, protection, and enjoyment of their rights under the *Family Educational Rights and Privacy Act of 1974* (FERPA). A copy of the school district’s policy is available for review in the administrative offices of all of our schools.

This law requires the school district to designate as “directory information” any personally identifiable information taken from a student’s educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student’s name, address and telephone number; date and place of birth; major field of study; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees and awards received; the most recent educational agency or institution attended; and other similar information.

Parents have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to their student provided they notify the school district in writing on an annual basis. If a parent desires to make such a refusal, they should complete and return the slip at the bottom of this notice.

If parents have no objection to the use of student information, they do not need to take any action.

Adopted: 9/98  
Reviewed: 7/13; 10/14  
Revised: 8/07; 8/17  
Related Policy (Code#): 505.62; 505.62-R; 505.63

**RETURN THE FORM BELOW**



**Linn-Mar Community School District  
Parental Directions to Withhold  
Student Directory Information for Education Purposes**

for the \_\_\_\_\_ school year

Student’s Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

***Please return this form to your student’s school***