

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

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 district's policy is available for review in the administrative offices of all of our schools and on the district's policy website [Refer to policies [505.62](#) and [505.62-R](#)].

This law requires the 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 district has designated the following information as “directory information”: student's name, address, parent phone number; photograph; grade level; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

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 district in writing on an annual basis. If a parent desires to make such a refusal, they should complete and return the form included 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; 12/20; 10/23
Revised: 8/07; 8/17; 1/21; 5/26
Related Policy: 505.62; 505.62-R; 505.63
IASB Reference: 506.02-EH(1)

RETURN THE FORM BELOW TO YOUR STUDENT'S ATTENDANCE CENTER MAIN OFFICE



**Parental Directions to Withhold
Student Directory Information for Education Purposes**

For the _____ school year

Student's Name: _____ Date of Birth: _____

School: _____ Grade: _____

Please withhold the following directory information on my student: *(Check all that apply)*

- _____ Name
- _____ Address
- _____ Parent Phone Number
- _____ Photograph
- _____ Grade Level
- _____ Dates of Attendance
- _____ Participation in officially recognized activities and sports
- _____ Weight and height of members of athletic teams
- _____ Degrees, honors, and awards received
- _____ The most recent educational agency or institution attended

Signature of Parent

Date