

Students

Directory Information

The District may disclose any of the items listed as “Directory Information” without prior written consent, unless notified in writing to the contrary, as specified in this policy. This policy is applicable to the Lisbon Central School only. Students attending schools outside of the Lisbon School District are covered under the policies of that school/district.

“Directory information” means one or more of the following items of student information:

- Name
- Address
- Telephone number
- Date of birth
- Participation in officially recognized activities and sports
- Grade levels
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received, including honor roll publication
- The most recent previous public or private school attended by the student

Directory information may be released to the following:

- Federal, state and local governmental agencies
- Representatives of the news media
- Employers or prospective employers
- Nonprofit youth organizations

A student’s Social Security Number or student ID number is prohibited from designation as directory information. However, student ID numbers, user ID, or other electronic personal identifiers used by a student to access or communicate in electronic systems may be disclosed only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user’s identity such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

No information may be released to a private for-profit entity other than employers, prospective employers and representatives of the news media.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Public Notice

The District will give annual public notice to parents/guardians of students in attendance and students eighteen years of age or emancipated. The notice shall identify the types of information considered to be directory information, the District's option to release such information and the requirement that the District must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents/guardians or eligible students request the District withhold this information. Such notice will be given prior to the release of directory information.

A student ID number or other unique personal identifier that is displayed on a student ID badge may be considered as directory information only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Exclusions

Exclusions from all directory categories named as directory information or release of information to institutions of higher education must be submitted in writing to the Principal by the parent/guardian, student of eighteen years of age or emancipated student within fifteen days of the distribution of the annual handbook.

(cf. [5125](#) - Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

[1](#)-210 (11) Access to public records. Exempt records.

[10](#)-221b Boards of education to establish written uniform policy re treatment of recruiters.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g and Final Rule 34 CFR Part 99, December 9, 2008 and December 2, 2011.)

Lisbon School District
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P.L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act for Fiscal Year 2001.

P.L. 107-110 “No Child Left Behind Act” Title IX, Sec. 9528.

Policy Adopted: 04/25/16

DENIAL OF PERMISSION TO RELEASE CERTAIN

DIRECTORY INFORMATION

Dear Parent/ Guardian:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Lisbon School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Lisbon School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lisbon School District to include this type of information from your child's education records in certain publications or notices.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual report of the Town of Lisbon;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can only be disclosed to the following without prior written consent of the parent/guardian:

- Federal, state and local governmental agencies
- Representatives of the news media
- Employers or prospective employers
- Nonprofit youth organizations

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel, or a person serving on the Board of Education. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifiable information (PII) from education records, such as an attorney, auditor,

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medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his/her tasks. A "school official" as defined, has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibilities.

If you do not want the Lisbon Central School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing within fifteen (15) days of receiving this notice.

The Lisbon Central School has designated the following information as directory information:

1. Name
2. Address
3. Telephone number
4. Date of birth
5. Participation in officially recognized activities and sports
6. Grade levels
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received, including honor roll publication
10. The most recent previous public or private school attended by the student

Please be advised that the right to opt out of directory information does not include the right to refuse to wear, or otherwise disclose, a student identification (ID) card or badge.