

DIRECTORY INFORMATION

Policy

Section A

Per the No Child Left Behind Act, the Board of Education may also disclose “Directory Information”, examples listed within, of secondary students without prior consent to military recruiters, unless notified to the contrary by parent/guardians or eligible students.

Notification of this policy will be given to parents/guardians and eligible students annually at the beginning of the school year and through the student handbook.

Section B

The Board of Education may disclose any of the items listed as “Student Information,” examples listed within, without prior written consent, unless parents/guardians or eligible students notify the District to the contrary.

Notification of this policy will be given to parents/guardians and eligible students annually at the beginning of the school year and through the student handbook.

Adopted: 05/20/03

Approved Revision: 04/06/04, 10/17/06

Approved Revision: 10/16/07

Regulations

Section A

1. The Board of Education may disclose any of the items listed as “Directory Information” without prior written consent, unless parents/guardians or eligible students notify the District to the contrary by completing and returning the Denial of Permission to Release Student Information form (Appendix A).

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

- Student’s name
 - Address
 - Telephone number
2. Per the No Child Left Behind Act (P.L. 107-110 (Title IX, Sec. 9528), the Board of Education may disclose the names, addresses and telephone numbers of secondary students without prior consent to military recruiters, unless notified to the contrary by parent/guardians or eligible students by completing and returning the Denial of Permission to Release Student Information form (Appendix A).

Regulations

Section B

1. The Board of Education may disclose any of the items listed as “Student Information” without prior written consent, unless parents/guardians or eligible students notify the District to the contrary by completing and returning the Denial of Permission to Release Student Information form (Appendix B).

“Student Information” means, but is not restricted to, one or more of the following items:

- Student’s name
 - Address
 - Telephone number
 - Date and place of birth
 - Participation in officially recognized activities and sports
 - Photograph
 - Grade levels
 - Electronic mail address
 - Weight and height of members of athletic teams
 - Dates of attendance
 - Degrees and awards received
 - Most recent previous public or private school attended.
2. The scope of disclosure for “Student Information” includes but is not restricted to the following types of organizations: media (newspapers, television, etc.), civic groups (Rotary or Lion’s Club, Barnum Festival, etc.) or school-related organizations (PTA or Boosters).
 3. Any media or press representative visiting a school facility or related event is to be monitored at all times by the building administrator or his/her designee who is familiar with this policy.
 4. The Board of Education is not responsible for providing class lists to parents for the purposes of general information. Any school PTA, club, athletic team, or band initiative to formulate student lists must receive approval from the building principal, and parents must give written permission for specific information to be published. The distribution of student lists will be done after the beginning of school.
 5. No information will be released to institutions of higher education without written and/or oral permission by parent/guardians or eligible students. When requests are made from institutions of higher education they will be referred back to the parents/guardians or eligible student for authorization unless prior consent has been given (i.e., transcript request form, etc.).

Adopted: 05/20/03
Approved Revision: 04/06/04, 10/17/06
Approved Revision: 10/16/07

Reference

- Family Educational Rights and Privacy Act (FERPA)
- No Child Left Behind Act
- Trumbull Board of Education policy
Confidentiality and Maintenance of Student Records, Policy Code: JO

DENIAL OF PERMISSION TO RELEASE DIRECTORY INFORMATION
WITHOUT PRIOR WRITTEN CONSENT

Dear Parent/ Guardian:

Pursuant to the federal “No Child Left Behind Act 2001,” P.L. 107-110 (Title IX, Sec. 9528) and in reference to the Trumbull School District (the “District”) receiving federal funding, the District must comply with a request by a military recruiter for secondary students’ “Directory information” UNLESS a parent/guardian or eligible student has opted out of providing such information. “Directory Information” is defined as a student’s name, address and telephone numbers.

Parents/guardians or eligible students must notify the District to the contrary by completing and returning this form which must be returned to the child’s school within thirty days of receipt of this notification.

Notification of this policy will be given to parents/guardians and eligible students annually at the beginning of the school year and through the student handbook.

If a parent/guardian is willing to allow the request of disclosure to military recruiters, no action need be taken.

*Parent or Guardian: Please complete this section and return the entire form to your child’s school.
Use a separate form for each child.*

DO NOT release my secondary student’s information to any military recruiter.

Name of Student: _____ School: _____

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ Date: _____

Approved: 10/16/07

DENIAL OF PERMISSION TO RELEASE STUDENT INFORMATION
WITHOUT PRIOR WRITTEN CONSENT

Dear Parent/ Guardian:

The Trumbull School District (the “District”) may release “Student Information” to media, civic groups or school-related organizations when the District has deemed it should not compromise a student’s safety or the educational process UNLESS a parent/guardian or eligible student has opted out of providing such information.

“Student Information” includes, but is not restricted to, the following kinds of information (where applicable):

Address, Telephone listing, Participation in officially recognized activities and sports, Height and weight of members of athletic teams, Dates of attendance, Degrees and awards received, including publication of honor roll, Most recent school attended, Date of birth, Photograph and/or Videotape not used in a disciplinary manner.

Parents/guardians or eligible students must notify the District to the contrary by completing and returning this form which must be returned to the child’s school within thirty days of receipt of this notification.

Notification of this policy will be given to parents/guardians and eligible students annually at the beginning of the school year and through the student handbook.

Examples of media include, but are not limited to local newspapers, radio, and television stations. Examples of civic groups include, but are not limited to, releasing names of students to Rotary Club (Student of the Month), Barnum Festival (King and Queen), and the National Honor Society. School-related organizations include, but are not limited to, PTA, PTSA, and Booster Clubs (i.e., Touchdown Club, Diamond Club, etc.).

If a parent/guardian is willing to allow the disclosure of Student Information, no action need be taken.

*Parent or Guardian: Please complete this section and return the entire form to your child’s school.
Use a separate form for each child.*

DO NOT release my student’s information to the media, civic groups or school-related organizations.

Name of Student: _____ School: _____

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ Date: _____

Approved: 10/16/07