

## STUDENT DIRECTORY DATA

The Colby School District has designated;

- student name
- age
- grade level
- participation in officially recognized school programs and sports
- weights and heights for members of athletic teams
- student's photographs
- degrees and awards received

as Directory Information and *may* release this information to the public without prior consent.

The District will publish a directory data notice annually in the district newsletter before the start of school. Parent, guardians, guardian ad litem and adult students have fourteen (14 days) to inform the school (in writing) that they do not want their directory data information released. All new enrollees, as well as parents, guardians, guardian ad litem and adult students will be notified of directory data information upon enrollment by each building office through the registration process. For transfer students, they will have fourteen (14 days) to inform the school (in writing) that they do not want their directory data information released.

The withheld directory data / information will not be released without prior written consent of the parent or adult student.

Authorization to withhold directory data will remain in effect until the start of the following school year, or until the parent or adult student notifies the district in writing of their intent to release this data.

Directory data / information relating to students no longer attending the district will not be released if the parent, guardians, guardian ad litem or eligible adult student has indicated that such information shall not be released in the year preceding the year in which the student has left the district.

Requests for directory data should be submitted in writing to the building principal. Principals may produce the requested student directory data information and may charge a fee for same in accordance with the district's fee schedule for the reproduction of documents and/or records.