



DISCLOSURE OF SCHOOL DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary by completing a Non-Disclosure of Directory Information form.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- A playbill or program, showing your child's role in a drama or music production
- The annual yearbook
- Honor Roll or other recognition lists published at school or in newspapers
- Graduation programs
- Sports statistics listed in programs, such as football, which may include height and weight of team members
- School or district website

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend (transcripts, etc)
- Class ring manufacturers
- State or federal authorities auditing, evaluating programs, or enforcing state or federal laws
- A court by order of subpoena

Waconia Public Schools has designated the following as Directory Information:

- Student Name
- Address
- Telephone Number
- Email Address
- Degrees, honors and awards received
- Most recent educational agency or institution attended
- Participation in school sponsored activities and sports
- Weight and height of members of athletic teams
- Major field of study
- Dates of attendance
- Photograph
- Date and place of birth
- Grade level
- Enrollment Status
- Parent Name
- Parent Address
- Parent Telephone Number