

Series **300** **Instruction**
Section **340** **Educational Program**
Letter **347.1L** **Parent Letter Regarding Directory Data**

Dear Parent/Guardian:

The School District believes that it is imperative for you to understand what State Statute 118.125 may require the School District to share about your child(ren) with any person making a request. This information is identified as Directory Data.

Under this statute, the School District may be required to release any or all of the following information about your child to the person or organization making the request. Below is the list taken directly from State Statute 118.125(1)(b):

student name	address
telephone listing	date and place of birth
major field of study	participation in officially recognized activities
photographs	participation in officially recognized sports
dates of attendance	weight and height of members of athletic teams
degrees	name of the school most <i>recently attended by the pupil</i>
<i>awards received</i>	

A parent/guardian has only fourteen (14) days to respond, **in writing**, to your child's/children's Building Principal to inform them that all or any specified part of the directory data **MAY NOT** be released without your prior consent. If this is not done, ALL information listed as Directory Data may be released at the discretion of the School District.

Included in your registration packet is a form parents/guardians may use to inform the school what, if any, part of the Directory Data information you do not want released. This form may also be requested from your school office or the District Office.

Thank you for your prompt attention and understanding of this matter.

Building Principal