

STUDENTS

Release of Directory Information

A. Directory Information

Unless a parent or student has opted out of such disclosures using Attachment I to this regulation, certain information contained in a student's educational records, which has been designated as directory information, may be released without parental consent, as provided in this regulation. Under federal law, directory information means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the following items:

1. Name of Student (includes former students);
2. Address, including electronic mail address;
3. Date and place of birth;
4. Telephone listing;
5. Dates of attendance;
6. Participation in officially recognized activities and sports;
7. Height and weight, if a member of a school's athletic team;
8. Degrees, honors, and awards received;
9. Grade level; and
10. Photograph(s) and video of students, whether hard-copy or electronic.

Under federal law, directory information does not include a student's Social Security Number or Student ID number.

B. Request for Release of Directory Information

A request for release of directory information shall be submitted to the principal (or designee), the appropriate Level Associate Superintendent (or designee), the Director of Student Services (or designee), or the Associate Superintendent for Communications and Technology Services (or designee). While student records are confidential, directory information may be released without written parental consent, to law enforcement authorities to assist school personnel in student disciplinary matters, to colleges/universities, scholarship providers, prospective employers, alumni publications, parent volunteers, and PWCS-approved parent organizations, to elected public officials and the media and School Division publications (both print and electronic) for the purpose of publicizing school activities and/or student academic, extracurricular, or athletic participation, and to school officials with legitimate educational interests.

A school official with a legitimate educational interest is a person employed by or contracted by the School Division as an administrator, supervisor, instructor, or support staff member to perform a special task (including health or medical staff or consultants, therapists, attorneys, law enforcement unit personnel), a person serving on the School Board, or a person assisting another school official in performing his or her professional responsibilities. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. School officials with legitimate educational interests may also be granted access to student educational records without parental consent in certain limited circumstances provided by federal law.

- C. Release of directory information shall be made only under the following conditions:
1. The parent or eligible student has not requested nondisclosure of such data, by executing Part A of Attachment I to this regulation. If a parent/guardian or eligible student does not wish to have the student's directory information released to the groups listed in Section B of this regulation (other than military recruiters), it is the eligible student's or parent's/guardian's responsibility to execute Part A of Attachment I to this regulation and submit it to the student's current school.
 2. The Superintendent and/or his/her designee, or the principal (or designee) believes that the release of directory information is in the best interest of the student(s), the individual school, and/or the School Division.
 3. For military recruiters, the requested access to directory information is equal to that accorded other occupational and educational groups whose purpose is to make students aware of occupational or educational options. If a parent/guardian or eligible student does not wish to have the student's directory information released to military recruiters, it is the parent's/guardian's or eligible student's responsibility to execute Part C of Attachment I to this regulation and submit it to the student's current school.
 4. The directory information will not be used to (i) advocate the election or defeat of any candidate for elective office, (ii) to advocate the passage or defeat of any referendum question, or (iii) to advocate the passage or defeat of any matter pending before a local school board, local governing body or the General Assembly of Virginia or the Congress of the United States.
 5. For law enforcement officials or emergency responders, when the request is for information in connection with their assigned duties.

6. For public officials, other than law enforcement officials or emergency responders, when the request is only for student names and honors or awards.
7. For PWCS approved sports or curriculum-related organizations, parent volunteers, or approved parent groups, when the request is only for student names, phone numbers, addresses, extracurricular activity membership, and honors or awards.
8. For the media, when the request is only for the purpose of publicizing school activities and/or student academic, extracurricular, or athletic participation.
9. For corporate or non-profit organizations approved by the Associate Superintendent for Communications and Technology Services and Supervisor of Purchasing to provide specific services to students or staff. Only information necessary to the agreed provision of services will be provided, and only upon receipt of a signed nondisclosure agreement specifying the terms of use and ensuring the confidentiality of data. In such cases, the Associate Superintendent for Communications and Technology Services (or designee) will ensure the proper selection and forwarding of the Directory information.

D. Release of Photograph(s) or Video Depicting Students

Photographs and video are routinely provided to the media for the purpose of recognizing students for academic, athletic, or extracurricular accomplishments. Any request for the release or use of photograph(s) or video shall be submitted to the principal (or designee) or the Associate Superintendent for Communications and Technology Services (or designee). Release of photograph(s) or video depicting students shall be provided only to those entities approved by the Division employee who received and reviewed the request, and only under the following conditions:

1. The parent/guardian or eligible student has not requested nondisclosure of such data, by executing Part B of Attachment I to this regulation. If a parent or eligible student does not wish to have the student's photographic or video information released, it is the eligible student's and/or parent's responsibility to execute Part B of Attachment I to this regulation.

Note: Even if a parent/guardian or eligible student executes Part B of Attachment I to this regulation, the School Division may use a photograph(s) and/or video of students for school-related purposes, such as exhibits, public displays, and school publications (print or electronic).

2. The principal (or designee) or the Associate Superintendent for Communications and Technology Services (or designee) believes that the release of such a photograph(s) and/or video is in the best interest of the student(s), the individual school, and/or the School Division.
 3. The photograph(s) and/or video will not be used for commercial purposes (except as authorized in C.8 above) nor for commercial or private advertising.
 4. Out of respect for families, the School Division will not provide or facilitate news media access to photographs or videos of deceased or seriously injured students, unless approved or requested by the student's parent/guardian.
- E. Directory information shall not be released to an individual who is not acting in an official capacity for an approved agency or school or other entity (e.g., media) for whom this regulation authorizes the release or use of such information.
- F. Notice of the ability of the parent/guardian or eligible student to opt-out from the release of the student's directory information as set out in Parts A, B, and C of Attachment I to this regulation shall also be included in the online "Code of Behavior" published annually on the PWCS website at www.pwcs.edu.
- G. As used in this regulation, the term "parent" has the meaning given in Regulation 794-1.

Each principal (or designee), Records Management Specialist (or designee), and the Associate Superintendent for Communications and Technology Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Communications and Technology Services (or designee) is responsible for reviewing this regulation in 2019.

Option to Opt-Out of Release of Directory Information to the Public

Under federal law, certain information in a student’s scholastic record is classified as directory information. Items designated as directory information are set out in Regulation 790-3, “Release of Directory Information,” and are published annually in the “Code of Behavior.” You, as the parent/guardian, or eligible student, have the right to choose whether your student’s directory information can be released to the public or not. Selecting to opt out of any release of your directory information in Parts A, (disclosure to all groups designated except military recruiters) B, (disclosure of photographs or video), and/or C (disclosure to military recruiters) below will only be for the school year in which this Opt-Out form is signed and submitted to your student’s school. However, if your student graduates or withdraws during the school year in which this Opt-Out Form is signed, the School Division will continue to honor the last opt-out selection you made while your student was still enrolled in the Division unless you notify the Division that your opt-out decision is rescinded.

A parent(s)/guardian(s) or eligible student who wishes to prevent disclosure of directory information may instruct their student’s school in writing not to release the types of directory information listed in Regulation 790-3 to the entities identified in Section B of the regulation, by completing this form and returning it to the student’s school within 30 days of receipt.

- A. Opt-out of release of directory information as designated in paragraphs 1-9 of Part A of Regulation 790-3.

Please sign below only if you do not wish for your student’s directory information to be released to educational institutions, scholarship providers, prospective employers, alumni publications, PWCS-approved parent volunteers and parent groups, or in School Division publications, elected public officials and the media.

Upon receipt of this request, please do not release such directory information on:

(Print student’s name) Last First Middle Grade

Parent/Guardian Signature

Date

If you desire to make an exception to the above opt-out selection, please list the organization(s) to which the school or School Division may release your student’s directory information:

- B. Opt-out of release of photographs or video depicting students, as designated in Parts A.10 and D of Regulation 790-3.

Please sign below only if you do not wish for any photograph(s) or video of your student to be released to external organizations. Please note that the School Division may still use photographs and/or videos of students for school-related purposes, such as exhibits, public displays, and school publications (print or electronic).

Upon receipt of this request, please do not release or use any photograph(s) or video depicting:

(Print student's name)	Last	First	Middle	Grade
Parent/Guardian Signature			Date	

If you desire to make an exception to the above opt-out selection, please list the organization(s) to which the school or School Division may release any photograph(s) or video of your student:

- C. Opt-out of release of directory information to military recruiters.

Please sign below only if you do not wish for your student's name, address, and telephone listing to be released to military recruiters.

(Print student's name)	Last	First	Middle	Grade
Parent/Guardian Signature			Date	

Your signature means that the student's information will not be released to any military recruiter without your prior written parental consent.