

## **NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

School districts are required by state and federal law to notify parents and students that certain information contained in a student's education record may be made public without prior written consent. The Northfield School District designates the following as "directory information" and may, in accordance with the Minnesota Data Practices Act, release the following directory information without permission unless the district has been notified that it should not be released.

- Student's name
- Parent's name, address, telephone number
- Student's date of birth
- Student's major field of study
- Student's dates of school attendance, grade level completed, enrollment status
- Student's participation in officially recognized activities/sports
- Student's height and weight, if a member of an athletic team
- Middle and High School Student athletic physical examination expiration date
- Student's degrees, honors and awards received
- Student's most recent educational agency or institution attended
- Student's photograph(s), videotapes and other visual representations for school-approved publications, electronic newsletters, yearbooks, newspapers, public presentations and web pages, including district, school and department social media sites.

A parent/guardian of a student or an eligible student (18 years of age or older) may object to the listed directory information being disclosed without the parent/guardian or eligible student's prior written consent except to school officials as provided under federal law. In order to make all directory information private, the parent/guardian or eligible student must submit a completed Denial of Release of Directory Information (Appendix C to Policy 515-Protection and Privacy of Pupil Records) to your student's building principal or the Superintendent of Schools. This designation will remain in effect for the current school year only.

Federal and state laws require all school districts to provide military recruiters, upon request, with the name, address and telephone number of all 11 and 12 grade students within 60 days after the date of the request unless the parent or eligible student (students over 18 years old and not a dependent) requests that the information not be provided without written permission. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

If you do not want Northfield Public Schools to release your student's name, address electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters only), and telephone number to a military recruiter, you must complete Appendix D (Denial of Release of Information to Military Recruiters) to Policy 515-Protection and Privacy of Pupil Records. Please note that if you previously submitted a Denial of Release of Directory Information (Appendix C), it alone will not be sufficient. The law requires that a specific denial of access to military recruiters be made. In order to make all directory information about a student private to the public in general, including military recruiting officers, the parent/guardian or eligible student must complete Appendix C **and** Appendix D.