

## **APPENDIX B NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

Northfield Public Schools, Independent School District No. 659, designates the following personally identifiable information contained in a student's education record as "directory information," and will disclose that information without prior written consent. It includes but is not limited to the student's:

1. Name
2. The student's photograph
3. Date and place of birth
4. Major field of study
5. Dates of attendance
6. Grade level
7. Enrollment status (full-time or part-time)
8. Participation in officially recognized activities and sports
9. Height and weight of members of athletic teams
10. Degrees, honors and awards received
11. Most recent educational agency or institution attended
12. Name, address and telephone number of the student's parent(s)/guardian(s)

A parent/guardian of a student or an eligible student 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 the Building Principal or Superintendent of Schools.

On or after \_\_\_\_\_ (date), each student's record will be appropriately marked by the Student Information Specialist to indicate the appropriate designation of the above information. This designation will remain in effect for the current school year only.

Updated 08.2023