

TO: Parents/Guardians of Children Attending the Aurora Public Schools
FROM: Larry F. Ramaekers, Ph.D. – Superintendent of Schools
RE: Student Directory Information Policy
DATE: July 28, 2010

The Aurora Board of Education passed a policy that is required by federal and state law that deals with “directory information” for students attending the Aurora Public Schools. **Policy No. 5116.30: Parental Rights in Regard to Review of Directory Information of Students Attending the Aurora Public Schools**, is attached in its entirety. As noted in the policy, parents of legal guardians of children attending the Aurora Schools may choose to not authorize the school to disclose directory information about their child. Please be aware, if you do not want the directory information disclosed, how your child may be affected by that decision. The following is a list, which is not all inclusive, that identifies some of the areas that may be affected:

Names will NOT be published for the following:

Middle School

1. Honor Roll
2. Athletic Rosters or Programs
3. Middle School Websites
4. Fine Arts Programs
5. Honor Band/Choir Recognition/
Awards
6. Middle School Photo Albums
7. Newsletters
8. Interdisciplinary Team Brochures
9. Perfect Attendance Awards
10. Presidential Physical Fitness Awards
11. Presidential Award for Academic
Excellence/Improvement

Elementary School

1. Fine Arts Programs
2. Newsletters
3. School Annual

High School

1. Honor Roll
2. Athletic Rosters or Programs
3. High School Websites
4. Fine Arts Programs
5. Name not submitted for
Scholarships
6. All State Recognition for Athletics
7. All Conference Recognition for
Athletes
8. Academic All State Selection
9. Name not given to Post Secondary
Institutions
10. Name not released to Employers
who may be seeking to hire a
student
11. Name not given to Media for
Academic Recognition

It will not be possible to select which area(s) a parent or guardian would or would not authorize the disclosure of information. If the attached form is checked to “**not authorize**” it will include all directory information. If you should have any questions pertaining to Policy No. 5116.30 or how it could affect your child, please do not hesitate to contact your child’s building principal. Thank you.

5116.30 PARENTAL RIGHTS IN REGARD TO REVIEW OF DIRECTORY INFORMATION OF STUDENTS ATTENDING THE AURORA PUBLIC SCHOOLS

The Family Education Rights and Privacy Act and the Nebraska Public Records Law authorizes school districts to make “directory information” available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program which lists the names of team members and their heights and/or weights and an academic program which lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district’s website. Directory information includes the following information about a student:

Name	Major Field of Study
Address	Participation in Activities and Sports
Telephone Number	Degrees and Awards Received
Date and Place of Birth	Most Recent Previous School Attended
Weight and Height of Members on Athletic Teams	Picture

By federal and state law, schools may release directory information unless a student’s parents or guardians file a written objection. Parents or guardians have two options:

If a parent or guardian **does not object** to the disclosure of directory information about their student, the parent or guardian does not need to do anything.

If a parent or guardian **objects** to the disclosure of any directory information about their student, the parent or guardian should complete, sign and return the accompanying form.

Internal Use of Information: Whatever choice the parent or guardian makes, the Aurora Public School District will be able to use this directory information for internal school purposes and to share it with other educational institutions in accordance with the law.

Response Date: The Aurora Public Schools may provide directory information regarding the parent or guardian's child(ren) to non-school individuals who request it unless the parent or guardian signs and returns the accompanying form by August 14. If the parent or guardian chooses to not authorize the school to disclose directory information, the signature provided shall be in effect until August 1 of the ensuing year.

**PARENT/GUARDIAN DECISION
DIRECTORY INFORMATION**

_____ **I do not authorize** the Aurora Public Schools permission to disclose directory information about my child.

(Examples of directory information are listed on pages 1 and 2 of this document.)

Name of Child: _____

Date: _____ Signature of Parent/Guardian: _____

Reminder: If you **DO NOT** want directory information disclosed, you must complete this form and return it to the administrative office of the school your student attends by August 14. If you do not return the form by that date, the Aurora Public Schools is authorized by law to disclose directory information.