

## Directory Information

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student's name;
2. Student's address, in accordance with the guidelines set forth below;
3. Student's photograph;
4. Dates of attendance;
5. Degrees or awards received;
6. Most recent previous school or program attended.

### Student's Name and Address

In order to protect student privacy, and to prevent unwanted solicitation of students and their families, the High Desert Education Service District (ESD) will release either students' names or students' addresses. The ESD will not release names and addresses together, except to law enforcement agencies in the interest of the health and safety of ESD students, or as otherwise required by law.

### Public Notice

The ESD will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the ESD's option to release such information and the requirement that the ESD must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the ESD withhold this information. Such notice will be given prior to release of directory information.

### Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal/ESD official by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or emancipated student may not opt out of directory information to prevent the ESD from disclosing or

requiring a student to disclose their name or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the ESD in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the ESD to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information.

END OF POLICY

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**Legal Reference(s):**

[ORS 30.864](#)  
[ORS 107.154](#)  
[ORS 326.565](#)  
[ORS 326.575](#)

[ORS 336.187](#)

[OAR 581-021-0220 to -0430](#)  
[OAR 581-022-1660](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).

No Child Left Behind Act of 2001, 20 U.S.C. § 7908 (2006).