



INVER GROVE HEIGHTS SCHOOLS

Inspire. Innovate. Excel. *A Community Commitment*

Non-Release of Directory Information

Businesses, organizations, and/or any member of the public can request information about students attending Inver Grove Heights District 199 schools. Known as “directory information,” the policy is defined by Board of Education policy (Policy 515 – Protection and Privacy of Student Records), which also governs its release.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, photograph, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and photos for school-approved publications or newspapers or cablecasts, bulletins, programs, or similar school-produced information pieces. It also includes the name, address, and telephone number of the student’s parent(s) and/or guardian(s). Directory information does not include personally identifiable data, such as social security number, student ID, or data that references religion, race, color, social position, or nationality.

If you are a parent of a student younger than 18 years of age or a student who is 18 years of age or older, you have the right under federal and state law to direct the district to not release directory information. If you do not want this information released, you must sign and return this “Directory Non-Release” form to the school your child attends. The refusal to release directory information must be received by the district by October 1 of the school year or within 30 days of the student’s enrollment in school. It will remain in effect for the remainder for the school year in which the request is made. A new request must be completed each year.

The student’s education records will be transferred to other educational institutions upon transfer of the student. You also have the right to inspect and review the student’s education records maintained by the district. Such information will be disclosed to you except when federal or state law bars disclosure. A request for disclosure may be made to a school principal. You have the right to request an amendment to the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.

If you have any questions, please contact your school principal or the ISD 199 Director of Special Services at 651-306-7828.

Complaints regarding alleged violations of rights can be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

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- ☐ Keep directory information private except for school district use (yearbook, school programs, class photos, district website, 199 Reporter, newspapers, etc.)
- ☐ Do not release directory information for any use except to school officials or as provided under federal law. I understand that this student will not be listed in yearbooks and school programs because these documents are considered public domain.

Student’s Name _____

School _____ Grade _____ Home Phone _____

Home Address _____

City _____ State _____ Zip _____

Your Name _____ Relationship to Student _____

Address (if different than above) _____

City _____ State _____ Zip _____

Daytime Phone _____ Home Phone _____

Signature _____ Date _____