

Policy of the Lancaster Board of Education

School Community

**DIRECTORY INFORMATION**

The Lancaster Community School District designates the following personally identifiable information contained in a student's education record as " directory information," and may disclose that information without prior written consent.

1. The student's name.
2. The student's address.
3. The student's telephone listing.
4. The student's date and place of birth.
5. The student's participation in officially recognized activities and sports.
6. The student's weight and height if a member of an athletic team.
7. The student's dates of attendance.
8. The student's photograph.
9. The student's awards.
- 10 The name of the school most recently previously attended by the student.

Within the first three weeks of each school year, the school district shall publish in the official newspaper the above directory information list. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the district administrator's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period for those who refuse the release of directory information, those student's records will be appropriately marked by the records custodians to indicate the items the district will designate as directory information as modified by the written direction of the student's parent or the eligible student.

LEGAL REF: Sections 118.125 (1) (b) Wisconsin Statutes

118.125 (2) (j)

Approved: March 12, 1986