

506.2E1 AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Muscatine Community School District has adopted a policy designed to assure parents and students of the full implementation, protection, and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review online on the school district's website:
www.muscatine.k12.ia.us.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 1 of each school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

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The Muscatine Community School District
Parent Directions to Withhold Student/Directory Information for Education Purposes
for the 20__ - 20__ School Year

Student Name: _____ Date of Birth: _____

School: _____ Grade: _____

I refuse the release of the following personally identifiable information for the
above-named student:

All Categories as listed in policy 506.2;

or the specific categories checked below:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
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Signature of Parent/Legal Guardian/Custodian of Child Date

This form must be returned to your child's building principal by September 1.