

Milton Public Schools
Directory Information Policy

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that the Milton Public Schools, with certain exemptions, obtain a parent/guardian's written consent prior to disclosing personally identifiable information from a student's education records. Under the law, the Milton Public Schools may disclose designated "**Directory Information**" without written consent. A parent or guardian has the right to advise the school district to not release "Directory Information" by completing an opt out form.

Directory Information for the Milton Public Schools is defined as follows:

- student's name,
- address, telephone listing,
- email address
- date of birth,
- major field of study,
- dates of attendance,
- weight and height of members of athletic teams,
- class, participation in officially recognized activities and sports,
- Degrees, honors and awards, and post-high school plans. (603 CMR 23.07(4))

Directory Information does not include the following information:

- **Immigration or citizenship status**
- **Passport information**
- **Visa information**
- **Social security numbers**
- **Place of birth**
- **Primary language**

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition

that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

Timeline of Notification and Language of Notification

Families will be notified each September about the option of “opting out” of the release of Directory Information. Notification regarding this and all policies shall be made available in the primary language of a family.

Original Adoption: August 23, 2017

Revised and reapproved: July 18, 2018