

TO: Parents/Guardians of Children Attending the Aurora Public Schools

FROM: Dr. Damond McDonald-Superintendent of Schools

RE: Student Directory Information Policy

The Aurora Board of Education passed a policy that is required by federal and state law that deals with “directory information” for students attending the Aurora Public Schools. **Policy No. 5017 Routine Directory Information** is attached in its entirety. As noted in the policy, parents or legal guardians of children attending the Aurora Schools may choose to not authorize the school to disclose directory information about their child. Please be aware, if you do not want the directory information disclosed, how your child may be affected by that decision. The following is a list, which is not all inclusive, that identifies some of the areas that may be affected:

Names will not be published for the following:

**Middle School**

1. Honor Roll
2. Athletic Rosters or Programs
3. Middle School Websites
4. Fine Arts Programs
5. Honor Band/Choir Recognition/Awards
6. Middle School Photo Albums
7. Newsletters
8. Interdisciplinary Team Brochures
9. Perfect Attendance Awards
10. Presidential Physical Fitness Awards
11. Presidential Award for Academic Excellence/Improvement

**High School**

1. Honor Roll
2. Athletic Rosters or Programs
3. High School Websites
4. Fine Arts Programs
5. Name Not Submitted for Scholarships
6. All State Recognition for Athletes
7. All Conference Recognition for Athletes
8. Academic All-State Selection
9. Name Not Given to Post Secondary Institutions
10. Name not Released to Employers who may be seeking to hire a student
11. Name not given to Media for Academic Recognition

**Elementary School**

1. Fine Arts Programs
2. Newsletters
3. School Annual

It will not be possible to select which area(s) a parent or guardian would or would not authorize the disclosure of information. If the attached form is checked to “**not authorize**” it will include all directory information. If you should have any questions pertaining to Policy No. 5017 or how it could affect your child, please do not hesitate to contact your child’s building principal. Thank you.

5017

**Routine Directory Information**

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.

Adopted on: May 14, 2012

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

By federal and state law, schools may release directory information unless a student's parents or guardians file a written objection. Parents or guardians have two options:

If a parent or guardian does not object to the disclosure of directory information about their student, the parent or guardian does not need to do anything.

If a parent or guardian objects to the disclosure of any directory information about their student, the parent or guardian should complete, sign and return the accompanying form.

**Internal Use of Information:** Whatever choice the parent or guardian makes, the Aurora Public School District will be able to use this directory information for internal school purposes and to share it with other educational institutions in accordance with the law.

**Response Date:** The Aurora Public Schools may provide directory information regarding the parent or guardian's child(ren) to non-school individuals who request it unless the parent or guardian signs and returns the accompanying form by August 18. If the parent or guardian chooses to not authorize the school to disclose directory information, the signature provided shall be in effect until August 1 of the ensuing year.

**PARENT/GUARDIAN DECISION  
DIRECTORY INFORMATION**

\_\_\_\_\_ I **DO NOT AUTHORIZE** the Aurora Public Schools permission to disclose directory information about my child. (Examples include but not limited to School Websites, Athletic Rosters, Newspapers, etc.)

Name of Child: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

**Reminder:** If you **DO NOT** want directory information disclosed, you must complete this form and return it to the administrative office of the school your student attends by August 18. If you do not return the form by that date, the Aurora Public Schools is authorized by law to disclose directory information.