

## **Directory Information**

Statistical information not identified with a particular student may be released to any person, agency, or the public. Directory information is defined as the information relating only to an individual's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, the most recent or previous educational agency or institution attended by the student, photograph, and e-mail address. Directory information may also be released to any person, agency, or the public. Parents have **two weeks** after the opening of school to advise the school district of any or all of the items they desire not to be designated as directory information on their child(ren). The request to withhold information must be written and addressed to the Director of Schools. The school principal is the authorized custodian of student records and is responsible for their confidentiality. Specific requests to exercise the rights and guarantees afforded parents and students by this law shall be directed by the Director of Schools to the principal of the school where the child is enrolled. **(See Manchester City School Board Policy 6.601)**