



**PALMYRA-EAGLE AREA SCHOOL DISTRICT  
SCHOOL BOARD POLICY**

**347.1**

**STUDENT DIRECTORY INFORMATION**

**Definition:**

“Student directory data” means those pupil records which include the pupil’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the pupil.

**Disclosure:**

It shall be the policy of the Palmyra-Eagle Area School District that student directory data shall not be released to any person except that student directory data may be released, without parental consent, for use in or in connection with curricular or extracurricular activities officially recognized and sanctioned by the School Board or the several schools comprising the School District. Directory data may take the form of audio, video, photographic, digital or written. Unpublished numbers will not be released except as designated by law and provided that the parent or guardian identified the telephone number as unpublished.

**Publication:**

At least fourteen (14) days before the commencement of each school year the school district shall notify any parent, legal guardian, or guardian-ad-litem of the following:

- a. The categories of information designated by the School District as “student directory data.
- b. The right of any parent, legal guardian or guardian-ad-litem for any minor pupil, or pupil over the age of 18, to inform the School District that all or any part of the student directory data may not be released without the prior consent of the parent, legal guardian or guardian-ad-litem for a minor pupil, or pupil over the age of 18.
- c. That the School District deems the time between publication of the notice and the first day of school of each school year to be a “reasonable time” within which to exercise the right pursuant to (b), above, and that, absent exercise of the right listed in (b), above, by the first day of classes of each semester, the School District may, without consent, release the “student directory data” for the purposes allowed in this policy.

**LEGAL REF.: Wis. Stat.118.125(2)(j)**

**REVIEWED: 02/26/87; 02/22/96; 07/23/98; 02/18/10**

**REVISED: 04/13/10**