

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** JCM

**Responsible Office:** DIVISION OF STUDENT SUPPORT SERVICES

### ACCESS TO STUDENT DIRECTORY INFORMATION – STATE OR FEDERAL AGENCIES, MILITARY RECRUITERS, OR INSTITUTIONS OF HIGHER EDUCATION

#### A. PURPOSE

To establish procedures for notifying parents/guardians of the opt-out provisions governing access to student directory information by State or federal agencies, military recruiters, or institutions of higher education.

#### B. BACKGROUND

Federal law requires that each school system provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. However, federal law also provides that a secondary school student or the parent/guardian of the student may request that the student directory information not be released without prior written parental/guardian consent. Anne Arundel County Public Schools (AACPS) has an obligation to notify parents/guardians of their right to opt-out and make such a request. AACPS must comply with any such opt-out requests.

#### C. PROCEDURES

1. The AACPS website and *AACPS Parent Handbook* provide notification to parents/guardians of their right to request that student directory information not be released. Parents/guardians may exercise their option to opt-out of the release of student directory information by:
  - a. Filling out the *Request to Withhold Student Directory Information* form which give parents/guardians the option of requesting that student directory information not be released to 1) military recruiters; 2) institutions of higher education; and 3) all others; or
  - b. Indicating the option to opt-out of the release of student directory information in the Emergency Contact Verification Report (ECVR) that is provided to

parents/guardians at the beginning of each school year. The ECVR also provides parents/guardians the option of requesting that student directory information not be released to 1) military recruiters; 2) institutions of higher education; and 3) all others.

2. On an annual basis, each secondary school principal shall ensure that parents/guardians of students in the school are notified of their right to opt-out and to request that student directory information not be released to military recruiters, institutions of higher education, and all others by posting a notice on the school website or in a school newsletter, or writing a letter to the parents/guardians. The notice to parents/guardians shall include a copy of the form parents/guardians may use to make their opt-out request or shall direct parents/guardians to the *Request to Withhold Student Directory Information* form. In addition, parents/guardians shall be given the ECVR at the beginning of each school year in order to update their preference as needed.
3. A parent/guardian may choose to use a form other than the *Request to Withhold Student Directory Information* form if the alternative form makes clear that the parent/guardian is exercising the right to request that the student's directory information not be released. Any school system employee receiving such an alternative form shall ensure that it is forwarded to the principal of the student's school.
4. The notice to parents/guardians shall inform them that a new *Request to Withhold Student Directory Information* form must be filed with a new school of enrollment to ensure that the request is on file with that school.
5. A secondary school shall ensure that each student for whom requests to withhold student directory information are made is removed from any directory or list provided to military recruiters, institutions of higher education, and all others in accordance with this regulation. The ECVR and the *Request to Withhold Student Directory Information* form shall be kept in the student's record.

**Regulation History:** Issued 08/02/06; Revised 01/06/21

**Note Previous Regulation History:** Developed by Superintendent 02/15/06  
Reviewed by Board of Education 05/17/06  
Issued 08/02/06

**Legal References:** 20 U.S.C. §7908 and §9528 of the No Child Left Behind Act of 2001