

## Annual Notice of Authorized Student Data Disclosure

The Student Data Privacy Act requires that the District adhere to the following guidelines governing disclosure of your student's educational data and other information contained in his/her student record:

1. The District may disclose any student data that will be submitted to or maintained in a statewide longitudinal data system to:
  - a. the authorized personnel of an educational agency or the state board of regents who require disclosure to perform assigned duties; and
  - b. the student and parent/legal guardian as long as the data pertains only to that student.
  
2. The District may disclose student data to the authorized personnel of any state agency or to the service provider of any state agency, educational agency or school that is performing instruction, assessment, or longitudinal reporting, if there is a data sharing agreement in place that contains the following:
  - a. the purpose, scope and duration of the agreement;
  - b. agreement by the recipient to use it only for the purpose identified in the agreement;
  - c. restrictions on access and use of the data and any security measures that the recipient must follow;
  - d. a provision requiring the destruction of the data when no longer necessary for the stated purposes and/or upon expiration of the agreement, whichever occurs first. However a service provider performing a function of instruction may be allowed to retain student transcripts as required by applicable law or regulations.
  
3. The District may only disclose aggregate data (data collected/reported at the group, cohort, or intuitional level which contains no personally identifiable data) to any governmental entity (other than those addressed above) or any public or private audit and evaluation/research organization, without written consent of the parent/guardian (if a minor) or student (if an adult).
  
4. Upon the written consent of the parent/guardian (if a minor) or the student (if an adult), the District may disclose:
  - a. student data identified as directory information (student name, address, phone, activities, sports, weight, height, honors, degrees or awards) when it deems disclosure necessary; and
  - b. any student data to a postsecondary institution for purposes of the student's application or admission.
  
5. The District may disclose the following without consent:
  - a. directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
  - b. any information requiring disclosure pursuant to state statutes; and
  - c. student data pursuant to any lawful subpoena or court order directing such disclosure.

**As the parent or legal guardian of \_\_\_\_\_, I acknowledge that I have been provided  
Name of Student**  
**with notice of authorized student data disclosures under the Student Data Privacy Act.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date