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TO: School District Superintendents  
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FROM: Louise DeCandia, Chief Privacy Officer

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### Directory Information

This memorandum provides general guidance regarding the use of Directory Information as defined in and authorized by the Family Educational Rights Privacy Act (FERPA).<sup>1</sup> Education Law § 2-d does not prohibit schools from using the Directory Information exception under FERPA.

Directory Information is information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance that a school may disclose without parental consent. The release of Directory Information under FERPA is authorized by federal regulations.<sup>2</sup> An educational agency must comply with these provisions when implementing a Directory Information policy. That section requires that educational agencies notify parents and eligible students of:

- f* The types of personally identifiable information (PII) the education agency has designated as directory (i.e., name, grade, etc.)
- f* The right of parents or eligible (i.e., over 18) students to refuse to let the educational agency designate any or all those types of information about the students as directory; and
- f* How a parent or eligible student can notify the educational agency in writing that they do not want any or all of those types of information about student designated directory.

Educational agencies can also implement a Limited Directory policy in accordance with 34 CFR § 99.37(d)(1)(i)-(iii).

Part 99 [see § 99.37(d)(1)(i)-(iii)]

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<sup>2</sup> Disclosure is authorized by 34 CFR 99.31 (a) (11) and is subject to the conditions described in 34 CFR 99.37.

