

**CALCASIEU PARISH SCHOOLS
ADMINISTRATIVE PROCEDURES**

**SUBJECT: ACCESS TO AND DISCLOSURE OF EDUCATIONAL RECORDS AND
PERSONALLY IDENTIFIABLE INFORMATION**

The Superintendent may authorize access by and disclosure to the persons/entities listed below of the following information (directory information) for the purpose of public recognition unless the parent of a student has declined in writing to permit access/disclosure:

Full Name

Age

City and state of residence

Place of birth

School(s) attended

Grade level and classification

Major field of study

Participation in officially recognized activities and sports, e.g. membership in FFA, track team

Height and weight of members of athletic/sports teams

Dates of attendance in Calcasieu Parish schools

Degrees and awards received

Photographs and videos

Academic/school honors/recognitions, e.g. honor/banner roll, scholarships, class ranking, graduation information, test achievement awards

Activity and Athletic honors/recognitions, e.g. ranking at state or regional tournaments and rallies, sports honors

Student club membership, honors and recognitions

Confirmation of academic eligibility, e.g. to colleges and college level athletic teams

Teacher(s) name

The above information may be disclosed to the following persons/entities:

The public through posting on school or district web sites, official social media pages, student newspaper, and newsletters

Public announcers, e.g. for announcement of homecoming queen, introduction of seniors, announcement of test achievement awards

Companies which retail educational items and services, e.g. senior rings, school pictures, graduation announcements, cap and gown

Organizations which recognize student achievement, e.g. civic organizations

Educational promotional product suppliers, e.g. team shirts

School booster clubs

Athletic video sharing organizations, such as Hudl and Crossover

Disclosure of the above information by the recipient is permitted except as prohibited by state or federal laws or regulations.

The Superintendent may further permit a School Official, including a teacher, to have access to educational records and personally identifiable student information to the extent of that person's legitimate educational interest, and to the same extent that said person is permitted by law to access public school or public school system computers.

Readopted: September 8, 2015

Readopted: September 13, 2016

Ref: Board minutes, [8-11-15](#), [9-8-15](#), [9-13-16](#)

Calcasieu Parish School Board