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Memo: Student personal identification, enrollment, and academic information

For: NCSD Administrators and Office Professionals

In the North Clackamas School District, student personal identification information, enrollment, and academic information is protected under the Family Educational Rights and Privacy Act (FERPA), Board Policies ECAC, IGBAB, JOA, and JOB, and Oregon Administrative Rules 581-021-0220 through 581-021-0430. The safety and privacy of our students' information is a priority.

Beyond directory information that a parent/guardian, student who is 18 years of age, or emancipated minor consents to release at the time of registration, information requested about a student's personal identification, enrollment, and academic information must be requested through a court issued subpoena.

Directory information means those items of personally identifiable information contained in a student education record that is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information and may be released to the public with the approval of the superintendent or designee if a parent, student who is 18 years of age, or emancipated minor consents to release:

1. Student's name;
2. Student's photograph;
3. Grade level;
4. Major field of study;
5. Participation in officially recognized sports and activities;
6. Weight and height of athletic team members;
7. Dates of attendance;
8. Degrees or awards received;

9. Most recent previous school attended.

Directory information will not be given over the telephone except in health and safety emergencies.
Information on former students may be disclosed without public notice.

At no point will a student's Social Security Number or student identification number be considered directory information.

Parent(s)/guardian(s)/eligible student(s) have the right to request exclusions from release of any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education. The request must be submitted in writing to appropriate school officials by the parent/guardian, student 18 years of age or emancipated student within 15 days of the annual public notice which is given at the time of enrollment.

In the event school personnel are presented with a subpoena for specific information about a student, a student's family or information contained in a student's registration card or cumulative record from an individual person or a person representing an agency,

- The school administrator must be immediately notified.
- The school administrator must contact Kerensa Mauck, Business Operations Director, 503-353-6031, and then inform their supervising Executive Director.
- The school administrator must inform the person presenting the subpoena that our district process for handling subpoenas that request information about a student begins with Kerensa Mauck, Director of Business Operations, who will authenticate the subpoena and communicate the time line of response with the person/ agency presenting the subpoena.
- Kerensa Mauck will work with the principal regarding specific next steps, including any applicable notifications to student and/or student's parent/guardian.