

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Student Directory

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that prior to developing a student directory or to giving general information to the public, annual notice will be given to parents/guardians or students over the age of 18. This annual notice shall give the parents/guardians and eligible students the opportunity to deny the inclusion of some or all of their child's information in the directory or in general information about students.

The following are the only items that may be included in a student directory: student's name; parents' name; address, phone number; date and place of birth; e-mail address; grade; participation in officially recognized activities and sports; weight and height of members of athletic teams, dates of attendance, diplomas and awards received; the most recent previous educational institution attended by the student; a photograph and other likeness. The school should make prudent decisions about the information necessary to be added to the directory.

Since parents/guardians and eligible students must be given annual notice, it is recommended that the school give such notice in two ways:

- in its Student/Parent Handbook and include a form by which they may deny inclusion of some or all directory information for their child.
- the registration process include both the official notice and an option to deny inclusion of some or all of the information. This may be included in an e-registration format.

Policy Adopted: May 20, 2002
Policy Revised: May 19, 2008
Policy Reviewed: January 30, 2020
Policy Revised: July 30, 2021

Student Directory
Directory Permission
Regulation 525.1

If a school uses an electronic registration program, it may include a statement like the following to alert parents/guardians of the option of denying inclusion in the directory.

I hereby give consent for my student's information to be listed in the school directory. This information will include name, grade, address, phone number, family email. (Diocesan policy 525.1)

If a school is using a paper form as the option for denial of inclusion, the following format is to be used:

_____ School annually publishes a student directory for use within the school community. The following items are included in the directory information (school should list only those items it intends to include): student's name; parents' name; address, phone number; date and place of birth; e-mail address; grade; participation in officially recognized activities and sports; weight and height of members of athletic teams, dates of attendance, diplomas and awards received; the most recent previous educational institution attended by the student; a photograph and other likeness.

As a parent/guardian or a student who is at least 18 years of age you have the right to deny inclusion of all or some of the above listed information in the directory. To do so, please fill out this notice and return it to the school office. The school will assume the above mentioned information may be included if the school has not been informed otherwise by (place date and year here).

As the parent/guardian or eligible student at _____
School, I hereby notify the school that I deny permission to include the information listed below in the directory.

Parent/Guardian/Eligible Student Signature

Date of Signature

Regulation Adopted: May 20, 2002
Regulation Revised: March 25, 2013
July 30, 2021