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The following document is intended to serve as a one-page, double-sided summary of a program of study, dates of attendance, date of birth, most recent educational institution attended, and degrees and focused toward faculty and instructional staff. It can be used as a handout as well as a training tool.

### The Essence

- × Directory information cannot include: race, gender, (or part of an ), grades, country of citizenship, or religion. Except in very specific circumstances, a student number ( ) also cannot be considered directory information.
- × Every student must be given the opportunity to have directory information suppressed from public records.
- × Records in the “sole possession of the maker” (private advising notes).
- × Law enforcement records created and maintained by a law enforcement agency for a law enforcement purpose.
- × Employment records (unless the employment is based on student status). The employment records of student employees (work-study, wages, graduate teaching associates) are part of their education records.
- × Medical/psychological treatment records from a health or counseling center.
- × Alumni records, those created after the student graduated or left the institution).

**“DIRECTORY INFORMATION:** Data items that are generally not considered harmful or an invasion of privacy if publicly available. This information cannot be released if student has a “no release” on his or her record. Each institution establishes what it considers to be directory information. Common examples include: name, address (local, home and email), telephone (local and home), academic

