

Administrative Procedure

June 5, 2012 Adopted

308 Release of Directory Information – email addresses

I. Purpose

District Policy 515 Protection and Privacy of Student records, provides in Article III Section C the definition of directory information as related to parents as name, address and telephone number. Email addresses are not defined as directory information.

It is important that parent email addresses be protected from inadvertent distribution so that district policy is not compromised. The purpose of this procedure is to provide guidance to staff regarding the release of parent email addresses.

II. Procedure

Email communication with parents has become a vital means of communication for the district, classroom teachers and other employees. At times district employees may create distribution lists that include all the parents in a classroom, activity or athletic team.

When sending multiple emails to parents, employees are directed to put the list in the “BCC” (Blind Copy) box in Outlook and their own email address in the “TO” box. This will protect the parents email address from being visible to other recipients and the policy inadvertently compromised.