Personally Identifiable Information

Personally identifiable information includes, but is not limited to:

1. Student’s name, if excluded from directory information, as requested by the student/parent in writing;

2. Name of the student’s parent(s) or other family member;

3. Address of the student or student’s family, if excluded from directory information, as requested by the student/parent in writing;

4. Personal identifier such as student’s social security number or student ID number;

5. List of personal characteristics that would make the student’s identity easily traceable such as student’s date of birth, place of birth and mother’s maiden name;

6. Other information alone or in combination that would make the student’s identity easily traceable;

7. Other information requested by a person who the district reasonably believes knows the identity of the student to whom the educational record relates.

Prior Consent to Release

Personally identifiable information will not be released without prior written and dated consent of the parent or student 18 years of age or older or emancipated.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of the disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the district will provide a copy of the disclosed record.

Exceptions to Prior Consent

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the district who have legitimate educational interests;

2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district or an institution of post-secondary education where the student seeks or intends to enroll;

4. To authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs or the enforcement of, or compliance with federal or state supported education programs or the enforcement of or compliance with federal or state regulations;

5. To personnel determining a financial aid request for the student;

6. To personnel conducting studies for or on behalf of the district;

7. To personnel in accrediting organizations fulfilling accrediting functions;

8. To comply with a judicial order or lawfully issued subpoena;

9. For health or safety emergency;

10. By request of a parent of a student who is not 18 years of age;

11. By request of a student who is 18 or older or emancipated;

12. Because information has been identified as directory information.

13. To the courts when legal action is initiated;

14. To a court and state and local juvenile justice agencies.

END OF POLICY

Legal Reference(s):

ORS 30.864  ORS 336.187
ORS 107.154  OAR 581-015-2000
ORS 326.565  OAR 581-021-0220 to -0430
ORS 326.575  OAR 581-022-1660


Cross Reference(s):
IGBAB - Records of Students With Disabilities
JO - Education Records