

# Procedure: 6.3.1p2. (V.J.)

## Definition of Directory Information

Revised: November 6, 2017; August 1, 2012  
Last Reviewed: November 6, 2017  
Adopted:



**I.PURPOSE:** It is the policy of the Technical College System of Georgia [TCSG] to create a single definition of directory information for all of its technical colleges.

### II. RELATED AUTHORITY:

State Board POLICY 6.3.1. Student Records  
TCSG Procedure 6.3.1p1. Procedures for Student Records  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g  
34 C.F.R. §§99.1-99.67

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### IV. DEFINITIONS: N/A

### V. ATTACHMENTS: N/A

### VI. PROCEDURE:

The Family Educational Rights and Privacy Act (“FERPA”), a Federal law, requires that TCSG and its technical colleges, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from that student’s education records.

However, TCSG or its technical colleges may disclose appropriately designated “directory information” without written consent unless the student has advised TCSG or the technical college to the contrary. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student’s prior written consent.

If a student does not want TCSG or the technical college to disclose directory information from his or her student education records without prior written consent, the student must notify TCSG or the technical college where he or she is enrolled in writing by the first day of the semester at the registrar’s office at his or her technical college. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed.

Even if a student elects to prohibit the release of directory information, TCSG or the technical college may still implement policies requiring the student to wear or present a student ID badge.

The Technical College System of Georgia and its technical colleges define "directory information" as follows:

- Full name of student
- Address
- Email address
- Major and field(s) of study
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

**VII. RECORD RETENTION: N/A**