

# Procedure: 6.3.1p2.

## Definition of Directory Information

**Revised:** March 9, 2021; November 17, 2020; July 23, 2019; July 23, 2018; November 6, 2017; and August 1, 2012.

**Last Reviewed:** October 3, 2022; and December 6, 2019.

**Adopted:** July 10, 2001.



### **I.PURPOSE:**

It is the policy of the Technical College System of Georgia to create a single definition of directory information for all its Technical Colleges.

### **II.RELATED AUTHORITY:**

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

### **III.APPLICABILITY:**

All work units and Technical Colleges are associated with the Technical College System of Georgia.

### **IV.DEFINITIONS:** N/A

### **V.ATTACHMENTS:** N/A

### **VI.PROCEDURE:**

- A. 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 record.
- B. 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. In addition, public Directory Information, which 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.
  1. Suppose a student does not want TCSG or the Technical College to disclose directory information from their student education record without prior written consent. In that case, the student must notify TCSG or the Technical College where he/is enrolled, in writing, by the first day of the semester at the Registrar’s Office at their Technical College. A student need only file this notification once during their enrollment. However, a new notification must be filed if there is a break in enrollment or transfer to another TCSG Technical College.
  2. 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.

C. The Technical College System of Georgia and its Technical Colleges define:

1. "Public directory information" is as follows:
  - a. Full name of student
  - b. City of residence
  - c. County of residence
  - d. Major and field(s) of study
  - e. Enrollment Status (full-time, part-time, etc.)
  - f. Degrees, awards, and date received
  - g. Dates of attendance
  - h. Participation in official sports and activities
  - i. Height and weight of athletic team members
  
2. "Non-public directory information" as follows:
  - a. Address
  - b. Email address
  - c. Telephone Number

D. Non-public directory information is not available to the public but is available to any College official. If the student has indicated to restrict their data, then College officials can only access the information when it is needed for educational purposes.

E. Additionally, specific state and federal laws require the release of certain student information without prior notification to the student. Questions concerning the release of student information should be addressed to the TCSG Office of Legal Services.

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