



CENTRALIA SCHOOL DISTRICT

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February 3, 2020

This message is to inform you that a request has been made to the district for certain directory information of families and students. Our policies 4040 and 4040P contain a provision for the district to provide notice of requests such as these.

The requesting party is Mr. Jami Lund of Centralia, WA. He is seeking "All allowable fields - names, school assignment of students, mailing address, phone numbers, email address, text numbers, and any other releasable field -- from the database of the CSD directory of families as a common delimited file such as Excel."

The Federal Educational Rights and Privacy (FERPA) act states that school districts "may" share student directory information without consent in the absence of an opt out request from a student or their guardians. FERPA does not compel the school district or require us to provide such information to any requesting party who does not have a legitimate educational interest (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>)

FERPA requires school districts to publish a definition of what is considered directory information. Centralia defines directory information as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. [Please click here to read our annual FERPA notification.](#)

In addition, [RCW 42.56.230\(1\)](#) prohibits the release of the personal information of students.

Centralia School District is researching our requirements regarding this request and we have not yet provided a response to Mr. Lund. If you have questions about this request, FERPA, or public records requests in general, please contact our public records officer, [Ed Petersen via email](#) or at 360-330-7600.

We take your student's privacy seriously and will not release any information about students that we are not legally obligated or permitted to share.

Thank you, and have a great day!

-Centralia School District -
2320 Borst Ave.
Centralia, WA 98531

360-330-7600

www.CentraliaSchools.org

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www.CentraliaSchools.org

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