

Policy 1700**RELEASE OF DATA**

Federal, state and private agencies frequently request educational data from schools and parishes. This data affects eligibility for participation in numerous programs. Once the data is released, it not only must be substantiated but must be consistent with statistical data of other years.

In light of the complexity of issues, such as eligibility for federal program benefits, accreditation, certification, etc., ALL PARISHES AND SCHOOLS ARE ADVISED THAT NO EDUCATIONAL DATA OR STATISTICS ARE TO BE RELEASED TO ANY AGENCY OR INSTITUTION UNLESS THE REQUEST IS FORWARDED FROM THE CATHOLIC SCHOOLS OFFICE OR EXPLICIT APPROVAL FOR RELEASE OF SUCH DATA HAS BEEN GIVEN BY THE OFFICE.

This policy applies to the completion of forms, surveys or questionnaires sent from federal, state or other agencies.

NO STATEMENTS OF "NON-PARTICIPATION," IN FEDERAL OR STATE PROGRAMS, ARE TO BE SIGNED WITHOUT AUTHORIZATION FROM THE CATHOLIC SCHOOLS OFFICE.

Faculty or students are not to be made subjects of surveys or studies without prior approval of the Catholic Schools Office nor are school records to be made available for such surveys.

Schools participating in the federal/state breakfast, lunch, or milk programs should release the data required for participation in those programs.

Release of photos/information to Media

On occasion students are photographed during activities and events. The picture(s) may be used in a newspaper article, advancement newsletter, website/social media or marketing brochure.

Parent(s)/guardian(s) who do not want their child's photograph to be used throughout the school year must notify the school in writing.

Release of Student Directory Information

Before printing student directories, written permission for publication of this information must be secured from parents/guardians. Names and addresses of students and faculty shall not be made available to anyone outside the school. This permission shall be kept on file for the school year.

Subpoena of Records

When a subpoena requesting records or testimony is served, the principal should notify the Catholic Schools Office immediately and proceed according to instructions.