



## **Directory Information Policy**

### 1. Purpose and Legal Background

Austin Career Institute LLC (ACI) complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law that protects the privacy of student education records. FERPA permits schools to identify certain information as “directory information” that is generally not considered harmful or an invasion of privacy if disclosed.

Directory information may be released without a student’s prior written consent, unless the student has exercised the right to restrict disclosure as described below.

### 2. Definition of Directory Information

For purposes of FERPA, ACI designates the following categories of information as directory information:

- Student’s full name
- Local and permanent mailing address
- Telephone number(s)
- School-issued and personal email address
- Photograph, video image, and other visual likeness
- Date and place of birth (city and state)
- Program/major field of study (including track, emphasis, or specialization)
- Enrollment status (e.g., full-time/part-time), classification (e.g., first-term, continuing), and campus of attendance
- Dates of attendance (start and end dates of enrollment, not daily attendance records)
- Expected graduation or completion date
- Degrees, diplomas, certificates, and other credentials earned, and the dates awarded
- Honors, awards, and recognitions received (e.g., honor roll, President’s List, Student of the Month, perfect attendance awards)
- Participation in officially recognized activities and events (including student clubs and school-sponsored competitions)
- Most recent previous educational institution attended

The following information will not be treated as directory information and will not be released without written consent or a specific FERPA exception: Social Security numbers; student identification numbers that can be used to access records without additional authentication; grades; transcripts; disciplinary records; financial information; disability information; and other non-directory education records.



### 3. Typical Uses and Disclosures of Directory Information

ACI may disclose directory information for purposes including, but not limited to:

- Recognition of student achievements and awards (e.g., honor roll lists, Student of the Month, graduation programs)
- School publications, newsletters, and graduation or awards programs
- Press releases and media stories about student accomplishments
- Website and social media posts highlighting students and school activities
- Responses to requests from prospective employers, licensing agencies, or scholarship sponsors seeking verification of enrollment, program of study, and credentials awarded
- Production of student ID cards, class rosters, and similar operational needs

The school is not required to release directory information and may choose, at its discretion, to limit or deny any request for directory information except where disclosure is otherwise required by law.

### 4. Student Right to Restrict Disclosure of Directory Information

Students have the right under FERPA to refuse to permit the disclosure of directory information.

A student who wishes to restrict directory information must submit a written Directory Information Non-Disclosure Request to the Student Services Office.

The request must be received no later than 10 business days after the first day of the student's first term of enrollment each academic year.

A valid restriction will remain in effect until the student submits a written revocation or leaves the institution, whichever comes first.

If a student restricts directory information:

- ACI will treat all directory information as confidential and will not release it to third parties except as otherwise permitted by FERPA (for example, to school officials with a legitimate educational interest or in a health or safety emergency).
- The student's name and information will not appear in public recognition lists, graduation programs, or school marketing materials.
- Restrictions cannot be applied retroactively. [School Name] is not responsible for directory information that was already released prior to the effective date of the student's restriction.



#### 5. Procedure to Remove a Restriction

Students who have previously requested non-disclosure of directory information may later choose to rescind this restriction. To do so, the student must submit a signed written request to the Student Services Office clearly stating that the directory-information restriction is to be removed.

#### 6. Questions and Contact Information

Questions about this Directory Information Policy or about FERPA in general should be directed to:

Student Services Office  
Austin Career Institute LLC  
7215 Cameron Rd, Austin, TX 78752  
512.371.0100  
[contact@austincareerinstitute.edu](mailto:contact@austincareerinstitute.edu)

Students also have the right to file a complaint with the U.S. Department of Education's Student Privacy Policy Office regarding alleged failures by ACI to comply with FERPA.

#### 7. Important Note

This policy is intended as a general template and does not constitute legal advice. Because FERPA compliance can affect your federal Title IV eligibility, ACI should have this language reviewed and customized by qualified legal counsel or a compliance professional familiar with federal student aid regulations and Texas requirements.