Utah STATE OFFICE of Education

Leadership...Service...Accountability

M E M O R A N D U M

TO: District Superintendents/Charter School Administrators

FROM: Martell Menlove, Ph.D.
State Superintendent of Public Instruction

DATE: January 10, 2013

SUBJECT: **Student Directory Data**

The Utah State Office of Education is frequently asked by various individuals, groups and organizations to provide student directory data. These requests often come from programs or organizations that we support, that provide value to education in Utah, and that have great intentions. However, all such requests are denied and will be denied in the future. Without the resources to (1) assure the accuracy of student directory data, and (2) the ability to assure the security of the recipients of the data, we have made the determination to not share student directory data including names, addresses, telephone numbers, ages, e-mail addresses, etc.

We recognize that you likely receive requests for student directory data. Although you may have the resources to assure the accuracy of your student's data and address one of our concerns, I encourage you to carefully consider the potential liability of sharing student directory data unless those receiving the data can guarantee the security of such data and guarantee that such data will only be available and used for the intended purpose. I would also encourage you to consider the means by which you obtained the student directory data and if you have the necessary permission to share such data. Under the FERPA regulations effective January 2012, agreements are often necessary to share student data in certain circumstances.

If you have questions or concerns with this memorandum, please feel free to contact me.

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Martell Menlove, Ph.D., State Superintendent of Public Instruction