

District Leadership & Skills Conference

Registration Guide

2024-25

Important Dates

A recommended list of important dates and actions needed for the District Leadership & Skills Conference. Please note this list does not supersede any dates or deadlines published by the state or national office.

Date	Activity
November 8	Registration Opens
November 22	Registration Closes
Varies by District	Hands-On Welding Competition
Jan 1 - 24	Online Objective Testing Window (AST, C, WF)
Jan 31	Awards Announcement
March 1	Payment Deadline

General Information

The SkillsUSA Iowa District Leadership & Skills Conference is designed to qualify competitors in certain events that have a limited number of seats at the State Leadership & Skills Conference.

Date	Location	Cost
Online Objective Testing Events		
January 1 - 24	Testing administered at local school	Members: \$10 per contest Advisors: \$0
Hands-On Welding Competition		
December 6th	Northeast Iowa Community College - Peosta	Members: \$50 Advisors: \$25
January 8th (Snow Date: Jan 15th)	Northwest Iowa Community College - Sheldon	Members: \$50 Advisors: \$25
December 6th (Snow Date: Jan 17th)	Southwestern Iowa Community College - Creston	Members: \$50 Advisors: \$25
January 17th (Snow Date: Jan 24th)	Indian Hills Community College - Ottumwa	Members: \$50 Advisors: \$25

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders and responsible community members.

Registration Information

Conference registration is open from November 8 through November 22 at 5 PM in the conference management system, [SkillsUSA Register](#). For registration and membership assistance with SkillsUSA Register, please contact Customer Care. Customer Care can be reached M/W/F - 7 AM - 4 PM and T/Th 7 AM - 6 PM at 844-875-4557 or customercare@skillsusa.org.

Registration Dates

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November 22 - Registration Closes
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Registration Eligibility

Every competitor at the District Leadership & Skills Conference MUST be a registered member & paid by the registration deadline. Every chapter must register an advisor or qualified adult with competitors. Important conference communications are sent to each registered chapter's advisor and qualifying adult registrants.

Conference Payments

Checks

Checks should be made out to SkillsUSA Iowa and mailed to:
SkillsUSA Iowa
PO Box 481
Ankeny, IA 50021

Credit Card Payments

A 3% credit card convenience fee will be added to the invoice. If requesting to pay by credit card, please email statedirector@skillsusaiowa.org for an updated invoice and payment link.

Late Fee

A 10% late fee will be added to the invoice if payment is not RECEIVED by March 1.

Registration Additions, Changes, and Refunds

After the registration deadline of November 22, no changes or additions can be made to the registration. There are no refunds after the registration deadline of November 22. The number of attendees may not be reduced or refunded for members not attending/participating in the conference.



Contests Offered & Entries

The District Leadership & Skills Conference offers contests that require a qualification process for the State Leadership & Skills Conference based on the number of maximum entries allowed in the contest. Contest limits are based on spacing requirements, equipment needs, and a final decision made by the technical committee. The District Leadership & Skills Conference limits the number of competitors a chapter may enter in each contest. See the limits and entries section for more information. Additionally, a student competitor may only compete once in each of the contests offered at the conference. The following events are offered at the District Leadership & Skills Conference.

Contest	Advance to SLSC	Questions	Time Limit
Automotive Service Technology (HS & PS)	Top 44 (statewide)	50 questions	45 minutes
Carpentry (HS & PS)	Top 25 (statewide)	50 questions	45 minutes
Welding (high school only)	Top 60 (Top 15 per district)	Hands-On Competition	
Welding Fabrication (HS & PS)	Top 14 teams (statewide)	50 questions	45 minutes

Entries, Limits, & Waitlist

SkillsUSA Iowa limits the number of entries a school may enter based on capacity in operating contests. A chapter advisor may add students to the waitlist for the contest. If all open spots aren't filled at the close of registration, chapter advisors will be notified from the waitlist in order of submission, followed by the waitlist position.

Contest	Chapter Entry Limit	Waitlist Limit
Automotive Service Technology (HS & PS)	Unlimited entries	N/A
Carpentry (HS & PS)	Unlimited entries	N/A
Welding (high school only, hands-on)	1 entry	4 entries
Welding Fabrication (HS & PS)	Unlimited entries	N/A

To add an entry to the waitlist, [click here](#).

Online Objective Tests

Online objective tests will be taken during the District Leadership & Skills Conference at each local school. Objective Tests are taken via an online testing platform, TestMoz. Information about the online testing events will be sent to advisors after registration closes. Please ensure computers with internet access are available during this window for members to test. Testing at the district level is proctored and students must take the test with a proctor. A school official or unbiased educator serves as the test proctor. All tests are 50 questions and are timed with a 45-minute time limit in one sitting. The testing platform is set up with many fail safes to reduce cheating and uphold testing integrity. Please remind students of this and the penalties associated with cheating in competitive events. **The online testing window is January 1 - 24, with hours of 7:00 AM - 7:00 PM CT during the testing window.**

Skills & Technical Demonstration

For the 2024-25 District Leadership & Skills Conference, the Welding (individual) contest will include a hands-on competition for high school only. There will be no technical or skills demonstration component for the Welding Fabrication, Carpentry, and Automotive Service Technology contests, which are both HS and PS.

Please review the [safety equipment and materials](#) that are REQUIRED to be supplied by the competitor.

State Leadership & Skills Conference

Competitors who compete and qualify for the State Leadership & Skills Conference will be notified on January 31 with the awards announcement. Competitors who participated and qualified in tests may choose to compete in that specific event at the State Leadership & Skills Conference or may choose a different event.

All competitors will have to accept and reserve their seat to compete at the State Leadership & Skills Conference by Friday, February 14, 2025. An email with a link will be sent to the advisor and competitor to accept and reserve their spot for the contest.

District Locations & School Alignment

The district alignment and locations apply only to the high school welding contest. Career academies and regional centers align to the district that the schools align with.

Northeast Iowa District

AGWSR High School
Alburnett Senior High School
Anamosa High School
Aplington-Parkersburg High School
BCLUW High School
Cascade Junior-Senior High School
Cedar Falls High School

Center Point-Urbana High School
Central City High School
Central Middle School/High School
Central Springs High School
Charles City High School
Choice Charter School
City View High
Clarksville High School

Clayton Ridge High School
 Clear Lake High School
 Crestwood High School
 Decorah High School
 Denver Senior High School
 Dike-New Hartford High School
 Dubuque Online School
 Dubuque Senior High School
 Dunkerton High School
 East Buchanan High School
 East High School
 Edgewood-Colesburg High School
 Empowering Excellence Charter School
 Forest City High School
 Garner-Hayfield-Ventura High School
 George Washington High School
 Gladbrook-Reinbeck Jr. High & High School
 Grundy Center High School
 Hampton-Dumont High School
 Hempstead High School
 Hudson High School
 Independence Junior Senior High School
 Iowa Falls - Alden High School
 Iowa Virtual Academy
 Janesville Junior-Senior High School
 Jesup High School
 John F Kennedy High School
 John R Mott Jr/Hi School
 Kee High School
 Lake Mills Senior High School
 Linn-Mar High School
 Lisbon Secondary
 Maquoketa Valley Senior High School
 Marion High School
 Mason City High School
 Mason City Virtual Academy
 MFL MarMac High School
 Midland Middle/High School
 Monticello High School
 Mount Vernon High School
 Nashua-Plainfield Junior-Senior High School
 New Hampton High School
 North Butler Jr/Sr High School
 North Cedar Jr/Sr High School
 North Fayette Valley High School
 North Iowa High School
 North-Linn Senior High School
 Northwood-Kensett Middle/High School

Oelwein High School
 Osage High School
 Prairie Crossing
 Prairie High School
 Riceville High School
 Rockford Junior-Senior High School
 South Hardin High School
 South Winneshiek High School
 Springville Secondary School
 St Ansgar High School
 Starmont High School
 Sumner-Fredericksburg High School
 Thomas Jefferson High School
 Tipton High School
 Tripoli Middle/Sr High School
 Turkey Valley Jr-Sr High School
 Union High School
 Wapsie Valley High School
 Waukon High School
 Waverly-Shell Rock Senior High School
 West Branch High School
 West Central Charter High School
 West Delaware High School
 West Fork High School
 West Hancock High School
 West High School
 Western Dubuque High School
Northwest Iowa District
 Akron Westfield Senior High School
 Algona High School
 Alta-Aurelia High School
 Belmond-Klemme Jr-Sr High School
 Boyden-Hull High School
 Carroll High School
 Central Lyon Secondary School
 Clarion-Goldfield-Dows High School
 Coon Rapids-Bayard 6-12 Attendance Center
 Denison High School
 Eagle Grove High School
 East High School
 East Sac County High School
 Emmetsburg High School
 Estherville Lincoln Central High School
 Fort Dodge High School
 George-Little Rock Senior High School
 Glidden-Ralston Jr-Sr High School
 Graettinger-Terril High School

Greene County High School
 Harris-Lake Park High School
 Hartley-Melvin-Sanborn High School
 Hinton High School
 Humboldt High School
 IKM-Manning High School
 Kingsley-Pierson High School
 Lawton-Bronson Junior-Senior High School
 Le Mars High School
 Manson Northwest Webster High School
 Maple Valley-Anthon Oto High School
 MMCRU High School
 MOC-Floyd Valley High School
 Newell-Fonda High School
 North High School
 North Union High School
 OABCIG High School
 Okoboji High School
 Paton-Churdan Jr-Sr High School
 Pocahontas Area Middle/ High School
 Ridge View High School
 River Valley Junior- Senior High School
 Rock Valley High School
 Ruthven-Ayrshire High School
 Sergeant Bluff-Luton Senior High School
 Sheldon High School
 Sibley-Ocheyedan High School
 Sioux Center High School
 Sioux Central High School
 South Central Calhoun High School
 South Hamilton Middle And High School
 South O'Brien Secondary School
 Southeast Valley High School
 Spencer High School
 Spirit Lake High School
 Storm Lake High School
 Washington High School
 Webster City High School
 West Bend-Mallard High School
 West High School
 West Lyon High School
 West Monona High School
 West Sioux High School
 Westside Junior-Senior High School
 Westwood High School
 Whiting Senior High School
 Woodbury Central High School

Southwest Iowa District

Abraham Lincoln High School
 ADM Senior High School
 AHSTW High School
 Ames High School
 Ankeny Centennial High School
 Ankeny High School
 Atlantic High School
 Audubon Middle-High School
 Ballard High School
 Bedford High School
 Bondurant-Farrar High School
 Boone High School
 Boyer Valley Middle/High School
 CAM Jr./Sr. High School
 Carlisle High School
 Central Decatur MS/HS High School
 Clarinda High School
 Clarke Community High School
 Collins-Maxwell Middle/High School
 Colo-NESCO Middle/High School
 Creston High School
 Dallas Center-Grimes High School
 Diagonal Junior-Senior High School
 Earlham Senior High School
 East High School
 East Mills Jr/Sr High School
 East Union Middle-High School
 Essex Junior-Senior High School
 ExiraElk Horn-Kimballton High School
 Fremont-Mills Middle/Senior High School
 Gilbert High School
 Glenwood Senior High School
 Great Oaks High School and Career Center
 Griswold Middle/High School
 Guthrie Center High School
 Hamburg Charter High School
 Harlan High School
 Hoover High School
 IGNITE Online & Personalized Learning
 Indianola High School
 Interstate 35 High School
 Iowa Connections Academy High School
 Johnston Senior High School
 Lamoni High School
 Lenox High School
 Lewis Central Senior High School

Lincoln High School
 Logan-Magnolia Jr-Sr High School
 Madrid High School
 Martensdale-St Marys Jr-Sr High School
 Missouri Valley High School
 Mormon Trail Jr-Sr High School
 Mount Ayr High School
 Murray Jr/Sr High
 Nevada High School
 Nodaway Valley High School
 North High School
 North Polk High School
 Northwest High School
 Norwalk Senior High School
 Ogden High School
 Orient-Macksburg Senior High School
 Panorama High School
 Perry High School
 Red Oak Junior/Senior High School
 Riverside Middle/Senior High School
 Roland-Story High School
 Roosevelt High School
 Saydel High School
 Shenandoah High School
 Sidney High School
 Sidney Virtual SAC School
 Southeast Polk High School
 Southeast Warren Jr-Sr High School
 Southwest Valley High school
 Stanton High School
 Thomas Jefferson High School
 Treynor High School
 Tri-Center High School
 Underwood High School
 Urbandale High School
 Valley High School
 Valley Southwoods
 Van Meter High School
 Virtual Campus
 Waukee High School
 West Central Valley High School
 West Harrison Middle School/High School
 Winterset Senior High School
 Woodbine High School
 Woodward-Granger High School
Southeast Iowa District
 Albia High School

Baxter High School
 Belle Plaine Jr/Sr High School
 Bellevue High School
 Benton Community Senior High School
 Bettendorf High School
 BGM Jr-Sr High School
 Burlington Community High School
 Calamus-Wheatland Secondary
 Camanche High School
 Cardinal High School
 Centerville High School
 Central DeWitt High School
 Central High School
 Central Lee High School
 Chariton High School
 Clear Creek Amana High School
 Clinton High School
 Colfax-Mingo Jr/Sr High School
 Columbus Community High School
 Danville Junior-Senior High School
 Davis County Community High School
 Durant Junior/Senior High School
 East Marshall Senior High School
 Easton Valley Junior High / High School
 Eddyville-Blakesburg-Fremont Jr/Sr High
 English Valleys Jr-Sr High School
 Fairfield High School
 Fort Madison Junior/Senior High School
 Gateway High School
 GMG Secondary School
 Grinnell Community Senior High School
 H-L-V Junior-Senior High School
 Highland High School
 Iowa City High School
 Iowa Valley Jr-Sr High School
 Keokuk High School
 Keota High School
 Knoxville High School
 Liberty High School
 Lone Tree Middle-Senior High School
 Louisa-Muscatine JR/SR High School
 Lynnville-Sully High School
 Maquoketa Community High School
 Marshalltown High School
 Marshalltown Virtual Academy
 Mediapolis High School
 Melcher-Dallas High School
 Mid-Prairie High School

Mid-Prairie Virtual Academy
Montezuma High School
Moravia High School
Moulton-Udell High School
Mount Pleasant High School
Muscatine High School
New London Jr-Sr High School
Newton Senior High School
North High School
North Mahaska Jr-Sr High School
North Scott High School
North Tama High School
Northeast Middle-High School
Oskaloosa High School
Ottumwa High School
Ottumwa Virtual Learning
PCM High School
Pekin Community Junior/ Senior High School
Pella High School
Pleasant Valley High School
Pleasantville High School

Seymour High School
Sigourney Jr-Sr High School
Solon High School
South Tama County High School
Tri-County JR/SR High School
Twin Cedars Jr-Sr High School
Van Buren County Middle & High School
Vinton-Shellsburg High School
WACO High School
Wapello Senior High School
Washington High School
Wayne Community Jr-Sr High School
West Burlington Arnold Jr./Sr. High School
West High School
West Liberty High School
West Marshall High School
West Senior High School
Williamsburg Jr-Sr High School
Williamsburg Virtual Academy
Wilton Jr-Sr High School
Winfield-Mt Union Jr-Sr High School

Forms, Policies, and Procedures

To create a safe and meaningful educational environment and experience for all attendees, SkillsUSA Iowa has adopted the following forms, policies, and procedures.

Conflict of Interest Policy

SkillsUSA Iowa requires all board members, officers, volunteers, and key employees to act in the best interest of SkillsUSA Iowa at all times. To view the full policy, click [here](#) or go to skillsusaiowa.org/advisor.

Non-Discrimination Statement

SkillsUSA Iowa will not discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family, or marital status in its programs, activities, or employment practices. To view the full statement, click [here](#) or go to skillsusaiowa.org/advisor.

Accommodations

For members that require accommodations, complete this portion in the registration system for each member/attendee. Students may need accommodations including wheelchair access, interpreter services, food allergies, 504 plans authorized under Section 504 of the Rehabilitation Act of 1973, or Individualized Education Programs authorized by The Individuals with Disabilities Education Act (IDEA) determined accommodations.

Whistleblower Policy

SkillsUSA Iowa aims to provide employees with an avenue for raising such concerns and to reassure such employees that they'll be protected from reprisal or victimization as a consequence of reporting the alleged wrongdoing of any officer, director, employee, or agent of SkillsUSA Iowa. To view the full policy, click [here](#) or go to skillsusaiowa.org/advisor.

Americans with Disabilities Act (ADA)

SkillsUSA Iowa will make all reasonable accommodations necessary for all students to compete. During the registration process, please indicate any accommodations on an individual student's registration. A representative from SkillsUSA Iowa will reach out to confirm your accommodation request after the close of registration.

Online Integrity Policy

SkillsUSA Iowa is committed to providing a safe, productive, and welcoming environment for all meeting participants and SkillsUSA Iowa staff. To view the full policy, click [here](#) or go to skillsusaiowa.org/advisor.

Advisor Assurance Form
SkillsUSA Iowa
(for the Comprehensive Consent Form)

I, _____, Chapter Advisor for _____, verify
that:
(Name of Advisor) (SkillsUSA Chapter)

All conference-registered school representatives (including but not limited to students, instructors, advisors and observers) participating in SkillsUSA Iowa sponsored conferences, have completed the Comprehensive Consent Form.

The Comprehensive Consent Forms of all conference-registered school representatives (including but not limited to instructors, advisors and observers) will remain in my possession at all times during any SkillsUSA Iowa sanctioned conference.

I understand that, under no circumstances (other than those approved by the State Director or Corporate Member) I may not leave the conference premises for the entire duration of the conference. I agree to be the responsible party for my students and their actions.

I recognize and understand that SkillsUSA Iowa will NOT collect the Comprehensive Consent Forms of my conference-registered school representatives (including but not limited to students, instructors, advisors and observers). I also have communicated the complete contents of this signed Assurance page with all Conference-registered school representatives (including but not limited to students, instructors, advisors and observers).

(Signature of School Advisor) (Date) (E-mail)

(Signature of Principal/Director/Dean) (Date) (E-mail)

Comprehensive Consent Form

This is to certify the named **Member/Participant** listed below has my permission to attend all SkillsUSA Iowa sponsored State Leadership Conference activities. I also release SkillsUSA Iowa, the school officials, the chapter advisors, conference staff, and SkillsUSA Iowa staff and volunteers from any claims for personal injuries/damages which might be sustained while (s)he is traveling to and from an event or during an SkillsUSA Iowa sponsored activity. I authorize the below named **Educator/advisor** or SkillsUSA Iowa staff to secure the services of a doctor or hospital for the named **Member/Participant**. I will pay the expenses for necessary services in the event of accident or illness.

Member/Participant Name	Name: Age: DOB: Gender:
Local Chapter (School) Name	Name:
Name of Educator/advisor/Supervising Member	Name:
Parent(s)/Guardian Name(s) & Phone	Name: Phone Number: Name: Phone Number:
Emergency Contact Name/Phone Number	Name: Phone Number:
Member/Participant Home Address	Address: City, State Zip:
Swimming Permission	<input type="radio"/> Yes, my child can/may swim <input type="radio"/> No, my child cannot swim/isn't permitted to swim
Medical Information	Known Allergies: Current Medication: Chronic Conditions: Physical Restrictions:

I have read and completely understand the **Personal Liability**, the **Code of Conduct**, **FERPA Directory Information**, and the **Photography, Video**, and **Sound Release** agreements, and by signing, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA Iowa's national, state, regional, and local associations.

NOTE: All participants must sign this form.

Member/Participant Signature

Parent/Guardian Signature

SkillsUSA Iowa Personal Liability

I hereby agree to release SkillsUSA Inc. and SkillsUSA Iowa, its representatives, agents, servants and employees from liability for any injury to the named person resulting from any cause whatsoever occurring to the named person at any time while attending the SkillsUSA Iowa event indicated on the other side of this page, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees.

Having read and understood completely the “Code of Conduct” of SkillsUSA Iowa, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing SkillsUSA Iowa.

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). Otherwise, this form will be returned for a parent or guardian signature. All participants must sign this form.

Code of Conduct Agreement

The SkillsUSA Iowa Leadership Conferences are designed to be an educational function and all plans are made with that objective. The Conferences represent SkillsUSA Iowa’s most significant meetings of the year. SkillsUSA Iowa wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves best representing the nation’s greatest student organization. So that everyone may receive the maximum benefits from their participation, the “Code of Conduct,” as established by the SkillsUSA Iowa Board, must be followed at all times. Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this “Code of Conduct” you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not be in the sleeping room of the opposite sex.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel or motel without the express permission of my local chapter adviser.
7. My conduct shall be exemplary at all times.
8. I will keep my adviser informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect the official FBLA dress.
11. I will attend and be on time for all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference I am attending, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the “Code of Conduct” will be grounds for disqualification, immediate removal from competition and relinquishment of awards and recognition. In addition, the violator will be sent home at their own expense. Notification of the violation and the action taken will be sent to the participant’s local school district and parents/guardians. The participant’s entire voting delegation could be unseated and the candidates or competitors from the participant’s local chapter could be disqualified as well.

2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant’s local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of SkillsUSA that I agree to these rules of conduct by signing my name on the other side of this page.

Photography, Video and Sound Release

I hereby grant the SkillsUSA Iowa permission to make still or motion pictures and sound recordings, separately or in combination and also give a production company approved by the SkillsUSA Iowa permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the SkillsUSA Iowa all rights, title, interest in and income from the finished sound or silent motion pictures, still pictures and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints and further grant the SkillsUSA Iowa the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network or governmental agency or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary and I do hereby waive all personal claims, causes of action or damages against the SkillsUSA Iowa and the employees thereof, arising from a performance or appearance.

I hereby authorize SkillsUSA Iowa to display my picture, school information (school, address and telephone number) and e-mail address on the SkillsUSA Iowa website.

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **SkillsUSA Iowa**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **SkillsUSA Iowa** may disclose appropriately designated “directory information” without written consent, unless you have advised the **SkillsUSA Iowa** to the contrary in accordance with **SkillsUSA Iowa** procedures. The primary purpose of directory information is to allow **SkillsUSA Iowa** to include information from your child’s education records to higher education institutions, the military and SkillsUSA Iowa partners.

Who may receive directory information?	Purpose for which directory information may be used?
Higher Education Institutions	Scholarship opportunities, open house events, collegiate communications, admissions contact
Military Recruiters	Military opportunities, scholarship opportunities, ROTC programs
Additional SkillsUSA Iowa Partners	Internship, apprenticeship and job opportunities

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that partner with **SkillsUSA Iowa** for the promotion of college and career readiness. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. **[These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want **SkillsUSA Iowa** to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the **SkillsUSA Iowa** in writing 30 days before the event. **SkillsUSA Iowa** has designated the following information as directory information.

- **Student's name**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Dates of participation**
- **Grade level**
- **The most recent educational agency or institution attended**
- **Student membership number used to communicate in electronic systems**