

RELEASE OF DIRECTORY INFORMATION

Definition

Directory information means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

1. Name
2. Address
3. Telephone number
4. Date of birth
5. Participation record in officially recognized activities and sports
6. Weight and height of athletic team members
7. Dates of attendance
8. Degrees and awards received
9. Most recent previous school attended

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

Directory information does not include a student's social security number or student identification number. However, directory information may include a student identification number, user identification, or other personal identifier used by the student for purposes of accessing or communicating in electronic systems provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the district plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

RELEASE OF DIRECTORY INFORMATION (continued)

(cf. 5125 - Student Records)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (20 USC 7908) These annual notices occur via the distribution of the “Facts for Parents” booklet.

Parent/Guardian Consent

No directory information of a student identified as a homeless child or youth as defined in 42 USC 11434a shall be released, unless the parent/guardian, or the student if he/she is 18 years old, has provided written consent that directory information may be released. For any other student, directory information shall not be released if his/her parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent. (Education Code 49073; 20 USC 1232g, 7908)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

Processing Requests for Directory-Type Student Information

1. Employee receiving request (i.e., school secretary, registrar, Integrated Technology Support Services, etc.) obtains approval of site principal/administrator, department head, or designee.
2. Site principal/administrator, department head or designee determines if requestor is eligible to receive directory-type information, that parent/guardian or student has not requested that the information be withheld, and verifies requestor identity. If request does not meet these criteria, information cannot be released.
3. Requested information may be released via hard copy or electronic means (i.e., e-mail).

Non-Disclosure Requests

1. Parents/guardians or students age 18 years or older have the right to request in writing that directory-type information not be released.

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2. Upon receipt of a non-disclosure request, site principal/administrator, department head or designee ensures that the student's enrollment card reflects the non-disclosure request by indicating "No" on the section marked "Include in Student Directory Lists," and that "restricted information" is indicated in the student's records in the district's electronic student information system.