
Release of Directory Information Policy 2-203

Directory Information:

Directory information includes, but is not limited to, information regarding a student's:

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Dates of attendance
7. Participation in officially recognized activities and sports
8. Weight and height of members of athletic teams
9. Degrees, honors, and awards received; and
10. Most recent educational agency or institution attended.

Purpose

The purpose of this policy is to identify the categories of directory information that may be released and the restrictions on releasing that information.

Social Security Numbers Not Directory Information

Directory information does not include a student's social security number. (Ed. Code § 49061 (c); 34 CFR § 99.3.)

Citizenship and Immigration Status Not Directory Information

Directory information does not include a student's or family member's citizenship status, immigration status, place of birth, or any other information indicating national origin. Such information shall not be disclosed for immigration enforcement purposes except as required by state or federal law or court order.

Any request for such information shall be handled in accordance with Policy 6-102 (Immigration Enforcement on Campus and Notification Procedures) and Policy 2-202 (Student Records).

Privacy in Board Meeting Minutes

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The policies are developed in collaboration with the Small School Districts' Association for general informational, educational and procedural purposes only and are not intended to constitute legal advice for any specific situation.

A student's directory information or the personal information of a student or parent/guardian of a student shall not be included in the minutes of a Governing Board meeting except as required by judicial order or federal law if a student who is 18 years or old or a parent/guardian of a student has provided a written request to the secretary or clerk of the Governing Board to exclude such information from the minutes.

Parent Notification

When a student enrolls in the District, and at the beginning of each school year, the District shall provide parents/guardians and eligible students written notification in their home language, insofar as is practicable, of each of the following:

1. The types of student records and information contained therein which are directly related to students and maintained by the District.
2. The position of the official responsible for the maintenance of each type of record.
3. The location of the log or record required to be maintained pursuant to Education Code § 49063.
4. The criteria to be used by the District in defining “school officials and employees” and “legitimate educational interest.”
5. The policies of the District for reviewing and expunging those records
6. The right of the parent to access student records.
7. The procedures for challenging the content of student records.
8. The cost, if any, that will be charged to the parent for reproducing copies of records.
9. The categories of information which the District has designated as “Directory Information.”
10. Any other rights and requirements required by law and the right of the parent to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of Section 444 of the General Education Provisions Act (20 U.S.C. § 1232g.)
11. The availability of prospectus prepared pursuant to Education Code § 49091.14.
12. The process and deadline by which a parent or eligible student may notify the District that they do not want their child's/their directory information to be released. (Ed. Code, § 49073.)
13. A statement that the District does not release citizenship status, immigration status, place of birth, or any other information indicating national origin as directory information and that such information is protected from disclosure for immigration enforcement purposes (except where the District received the required consent by law). (Ed. Code § 234.7; AB 495)

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14. A statement that parents/guardians may request that the District not release the student's name, address, email address, and telephone number to military recruiters without prior written consent.
15. Information about the District's policy regarding release of directory information to private schools, colleges, and other entities.

Parent Withdrawal of Consent to Release Directory Information

The District shall not release directory information on a student if parent notifies the District that they do not want the information disclosed.

If a parent has notified the District that they do not want information released, the District shall obtain parent consent before any subsequent release of information. (Ed. Code, § 49073.)

Former Student Opt-Out Continuation

For any former student, the District shall continue to honor any valid request to opt out of the disclosure of directory information that was made while the student was in attendance. The opt-out shall remain in effect unless rescinded in writing by the former student or, if still a minor, the parent/guardian.

Release of Directory Information

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based upon a determination of the best interest of the student.

Military Recruiter Access to Directory Information

The District shall provide military recruiters, upon request, with the names, addresses, and telephone numbers of secondary students. However, the District will minimize the release of student telephone numbers in the absence of express parental consent.

The Superintendent or designee shall notify parents/guardians annually that they may request that the District not release the student's name, address, email address, and telephone number to military recruiters, employers, or institutions of higher education without prior written consent.

If a parent/guardian or eligible student has submitted a written request to withhold this information, the District shall not release it without prior written consent.

Restrictions on Release to Private Profit-Making Entities

Directory information shall not be released to any private profit-making entity, except:

1. News media representatives for legitimate news-gathering purposes.
2. Employers and prospective employers, including military recruiters.
3. Private schools and colleges, which may receive names and addresses of 12th-grade students and students no longer enrolled, provided such information is used only for purposes directly related to the institution's academic or professional goals.

The Superintendent or designee may limit or deny the release of specific categories of directory information to any organization based on a determination of the best interests of District students.

Homeless Students

If a student is identified as homeless child or youth as defined in Title 42, U.S. Code § 11434a(2) (Section 725 of the McKinney-Vento Homeless Assistance Act), his/her directory information shall not be released unless the District has received written consent from the parent, or the holder of parent's rights. (Ed. Code, § 49073; 42 USC § 11434a(2); 20 USC § 1232g.)

Directory information of such a homeless child or youth may be disclosed to facilitate an eye examination by a nonprofit eye examination provided authorized by Education Code § 49455.5 or a free oral health assessment hosted by a school as authorized by Education Code § 49452.8, unless the parent or student with parental rights, has provided written notice that they do not consent to the physical examination.