

Release of Directory Information (SSDA 24)

Intent of Policy

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

Directory Information

Directory information refers to any information contained in the education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, information regarding a student's:

1. Name;
2. Address;
3. Telephone number;
4. Email address;
5. Photograph(s);
6. Date and place of birth;
7. Grade level;
8. Dates of attendance;
9. Participation in officially recognized activities and sports;
10. Weight and height of members of athletic teams;
11. Degrees, honors, and awards received; and
12. Most recent educational agency or institution attended. (Ed. Code § 49061 (c); 34 C.F.R. § 99.3.)

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.)

Student ID Numbers

Student ID numbers or any other unique personal identifiers used on student badges and/or used to access electronic systems may only be released as directory information under the following conditions;

1. The information may not be released if it would allow someone to gain access to education records;
2. The information may be released when access to educational records requires additional information to authenticate the user's identity, such as a personal identification number

(PIN), password or other factor known or possessed only by the authorized user. (Ed. Code § 49061 (c); 34 C.F.R. § 99.3.)

Parent Notification

When a student enrolls in the District, and at the beginning of each school year, the District shall provide parents written notification in their home language 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 categories of information which the District has designated as “Directory Information”;
3. The process by which a parent may notify the District that they do not want their child’s directory information to be released. (Ed. Code, § 49063.)

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.)

Homeless Students

If a student is identified as “homeless” 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.)