

**Students**

**Release of Directory Information**

Definition

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

1. Name
2. Address
3. Telephone number
4. Date of birth
5. Participation in officially recognized activities and sports
6. Dates of attendance
7. Degrees and awards received

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 school or 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](#); 34 CFR [99.37](#))

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](#))

Parent/Guardian Consent

Directory information shall not be released regarding any student whose 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](#); 20 USC [7908](#))