

# La Canada USD

## Board Policy

### Release Of Directory Information

BP 5125.1

#### Students

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee may ~~authorize the release of~~ student directory information to representatives of the news media or nonprofit organizations in accordance with Board policy and administrative regulation.

(cf. 1112 - Media Relations)

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on his/her determination of the best interests of district students. (Education Code 49073)

The Superintendent or designee may ~~authorize the release of~~ student directory information to school related organizations including but not limited to the PTA, educational foundation and boosters. Unless prohibited by the parent/guardian in accordance with law, directory information which school officials may disclose consists of the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended.

~~The district is required by federal law to comply with any request by a military recruiter or an institution of higher education for secondary students' names, addresses and telephone numbers unless a parent/guardian has opted out of providing such information. The district shall notify parents/guardians of the requirements to release student information to military recruiters and shall advise parents/guardians of how to make a written request to opt out of the public, nonconsensual disclosure of directory information and the timeline during which to do so.~~

Colleges and prospective employers, including military recruiters, shall have access to directory information. Military recruiters shall have access to a student's name, address, and telephone number, unless the parent/guardian has specified that the information not be released in accordance with law and administrative regulation. (20 USC 7908; 10 USC 503; Education Code 49603)

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and prospective employers, in accordance

with Board policy. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled provided that they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073)

(cf. 1113 - District and School Web Sites)

Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

49061 Definitions

49063 Notification of parents of their rights

49073 Release of directory information

49073.5 Directory information; military representatives; telephone numbers

49603 Public high schools; military recruiting

UNITED STATES CODE, TITLE 10

503 Military recruiter access to directory information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

7908 Armed forces recruiter access to students and student recruiting information

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

Management Resources:

CALIFORNIA ATTORNEY GENERAL'S OFFICE PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF EDUCATION GUIDANCE PUBLICATIONS

Access to High School Students and Information on Students by Military Recruiters, 2002

WEB SITES

California Attorney General's Office: <http://oag.ca.gov>

United States Department of Education, Family Policy Compliance Office:  
<http://www.ed.gov/policy/gen/fuid/fpc/index.htm>

Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: February 4, 2003 May 14, 2019 La Canada Flintridge, California