

**RELEASE OF DIRECTORY INFORMATION**

The Board of Trustees 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.

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: student's name, address, telephone number, email address, date and 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. (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

The District shall give notice to parents/guardians at least on an annual basis of the categories of information which the schools plan to release and of the recipients as required by Education Code. No directory information shall be released regarding any student when a parent/guardian has notified the school District that such information shall not be released. In addition, the annual parental notification shall include a statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and that the District will not release such information without parental consent or a court order.

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

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 or her determination of the best interests of District students. (Education Code 49073)

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)

**RELEASE OF DIRECTORY INFORMATION (continued)**

*Legal Reference:*

*EDUCATION CODE*

*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*

Policy

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**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California