

**Release of Directory Information**

The Solano County Office of Education (SCOE) recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, SCOE policy, and administrative regulation.

SCOE shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA).

SCOE personnel shall take the following action upon receiving an information request related to a student's or family's immigration or citizenship status:

- Notify a designated official about the information request.
- Provide students and families with appropriate notice and a description of the immigration officer's request.
- Document any verbal or written request for information by immigration authorities.
- Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the local educational agency prohibits disclosure, SCOE shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

SCOE shall require written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes; no student information shall be disclosed to immigration authorities for immigration-enforcement purposes without a court order or judicial subpoena.

SCOE's request for written or parental or guardian consent for release of student information must include the following information: (1) the signature and date of the parent, guardian, or eligible student providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents, guardians or eligible student, a copy of the records to be released. SCOE shall permanently keep the consent notice with the record file.

The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that this not otherwise subject to release, SCOE shall not release the information.

The County Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with 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/her determination of the best interests of SCOE's students.

Colleges and prospective employers, including military recruiters, shall not have access to directory information.

**Policy 5125.1 (Continued)**

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 SCOE 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.

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)

1. Name
2. Address
3. Telephone number
4. Electronic mail address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Participation in officially recognized activities and sports
9. Weight and height of athletic team members
10. Dates of attendance
11. Degrees and awards received
12. Most recent previous school attended

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 plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let SCOE designate any or all types of information as directory information and the period of time within which a parent/guardian must notify SCOE in writing that s/he does not want a certain category of information designated as directory information. (34 CFR 99.37)

SCOE shall provide an annual notice to parents and guardians, and "eligible students" in attendance, of SCOE's directory information policy that includes:

- The categories of information that SCOE has classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c)
- A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where SCOE receives consent as required under state law)
- The recipients of the directory information.

**Policy 5125.1 (Continued)**

- A description of the parent's or guardian's abilities to refuse release of the student's directory information, and how to refuse release.
- The deadline in which the parent, guardian or student must notify the school in writing that he or she does not want the information designated as directory information

The Superintendent or designee shall notify parents/guardians that they may request that SCOE not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent.

Parent/Guardian Consent

Directory information shall not be released regarding any student whose parent/guardian notifies SCOE in writing that such information not be disclosed without the parent/guardian's prior consent.

Legal Reference:

EDUCATION CODE

273.4 Pupil 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

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

ATTORNEY GENERAL GUIDANCE

Promoting a Safe and Secure Learning Environment for All (2018)

Policy Cross-Reference:

1112 Media Relations

1113 District and School Web Sites 5125 Student Records

5145.6 Parental Notifications

6164.2 Guidance/Counseling Services

PARENT/GUARDIAN NOTICE  
RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Solano County Office of Education (SCOE), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, SCOE may disclose appropriately designated "directory information" without written consent, unless you have advised SCOE to the contrary in accordance with SCOE procedures. The primary purpose of directory information is to allow SCOE to include this type of information from your child's education records in certain SCOE publications. Examples include:

- a playbill, showing your child's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised SCOE that they do not want their child's information disclosed without their prior written consent.

If you do not want SCOE to disclose directory information from your child's education records without your prior written consent, you must notify SCOE in writing by \_\_\_\_\_ (insert date) \_\_\_\_\_  
SCOE has designated the following information as directory information:

1. Name
2. Address
3. Telephone number
4. Electronic mail address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Participation in officially recognized activities and sports
9. Weight and height of athletic team members
10. Dates of attendance
11. Degrees and awards received
12. Most recent previous school attended