

RELEASE OF DIRECTORY INFORMATION

Definition

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:

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

Directory information does not include a student's social security number or student identification number. However, directory information may include a student identification number, user identification, or other personal identifier used by the student for purposes of accessing or communicating in electronic systems provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user.

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.

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.

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.

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For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded.

Inquiries of Immigration or Citizenship Status

District personnel shall take the following steps upon receipt of an information request regarding a student's or family's immigration status or citizenship status: notify a designated District 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 by law or otherwise, provide student and parent/guardian with any documents issued by the immigration enforcement officer.

Excluding investigations of child abuse, child neglect, or child dependence, or subpoenas prohibiting disclosure, the District shall provide parent/guardian with any court order, warrant, or subpoena before responding to the requests therein.

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

The District's request for written or parental/guardian consent for release of student information must include the following information: the signature and date of the parent/guardian/eligible student providing consent; a description of the records to be disclosed; the reason for the release of information; the parties or class of parties receiving the information; and, upon parent/guardian/eligible student request, a copy of the records to be released. The District shall permanently keep the consent notice with the record file. However, the parent/guardian/eligible student is not required to sign the consent form. If the parent/guardian/eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, the District shall not release the information.

If the District decides to release directory information, the District shall provide an annual notice to parents/guardians/eligible students regarding the District's directory information policy, including, but not limited to, the following: the categories of information that the District 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); unless the District receives consent as required under state law, a statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin; the recipients of the directory information; a description of the parent/guardian's abilities to refuse to release student directory information and how to refuse release; the deadline for parent/guardian/eligible student to notify the school in writing that they do not want the information designated as directory information.

Adopted

Date: 6-17-02

Revised : 11-18-02, 1-9-06, 1-11-11, 7-30-13

Silver Valley Unified School District

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PARENT/GUARDIAN NOTICE

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The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Silver Valley Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the district may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school and/or district 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 students’ names, addresses and telephone listings, unless parents/guardians have advised the district that they do not want their child’s information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by **September 1.** The district has designated the following information as directory information:

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

Approved

Date: 1-9-06

Revised: 7-30-13

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