

RELEASE OF DIRECTORY INFORMATION

The Yolo County Board of Education and the Yolo County Office of Education recognize the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, County Office policy, and administrative regulation.

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

(cf. 1112 - Media Relations)

The County 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 County Office 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)

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

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

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

WEB SITES

U.S. Department of Education, Family Policy Compliance Office:

<http://www.ed.gov/policy/gen/guid/fpco/index.html>

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. Email address
5. Date and place 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

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 Yolo County Office of Education plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the County Office designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the County Office in writing that he/she does not want a certain category of information designated as directory information. (34 CFR 99.37; Education Code 49063, 49073)

(cf. 5125 - Student Records)

(cf. 5145.6 - Parental Notifications)

RELEASE OF DIRECTORY INFORMATION (continued)

The Yolo County Superintendent of Schools or designee shall notify parents/guardians that they may request that the County Office 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 County Office in writing that such information not be disclosed without the parent/guardian's prior consent. (20 USC 1232g, 7908; Education Code 49073)

For a former student, the County Office 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 County Office school/program, unless the opt-out request has been rescinded. (34 CFR 99.37)

RELEASE OF DIRECTORY INFORMATION

**PARENT/GUARDIAN NOTICE
RELEASE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Yolo County Office of Education, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the County Office may disclose appropriately designated "directory information" without written consent, unless you have advised the County Office to the contrary in accordance with County Office procedures. The primary purpose of directory information is to allow the County Office to include this type of information from your child's education records in certain school and/or County Office 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 and County Offices 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 the County Office that they do not want their child’s information disclosed without their prior written consent.

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

1. Name
2. Address
3. Telephone number