

Regulation 5125.1: Release Of Directory Information

Status: DRAFT

Original Adopted Date: 09/20/2001 | Last Revised Date: 01/18/2024 | Last Reviewed Date: 01/18/2024

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: (20 USC 1232g; 34 CFR 99.3; Education Code 49061)

1. Name
2. Address
3. Telephone number
4. **Email address**
5. **Date****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
12. **Email address**

Directory information does not include a student's social security number or student identification number. However, for purposes of accessing or communicating in electronic systems, directory information may include a student identification number, user identification, or other personal identifier used by the student 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. (34 CFR 99.3)

Directory information **also** does not include **a student's** the citizenship status, immigration status, place of birth, or any other information indicating national origin **of a student or the student's family member**.

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 district plans to release and the recipients of the information. **The****Additionally, the** notification shall **also** inform parents/guardians of their right to refuse to let the district designate any or all types of information **about their student as directory information, how to refuse release**, and the period of time within which a parent/guardian must notify the district in writing that the parent/guardian does not want a certain category of information **about their student** designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

In addition, the annual parent/**guardiana**l 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 parent/**guardiana**l consent or a court order.

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, **email address**, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (**10 USC 503**, 20 USC 7908)

Parent/Guardian Consent

A student's directory information shall not be released if the student's parent/guardian has notified the district in writing that such information shall not be disclosed. (Education Code 49073; 20 USC 1232g, 7908)

No The directory information of a student identified as a student experiencing homelessness child or youth as defined in 42 USC 11434a shall not be released, unless the student's parent/guardian, or the student if 18 years of age or older, has provided written consent that directory information may be released. For any other student, directory information shall not be released if the student's parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent. However, the directory information of a student experiencing homelessness may be disclosed for the purpose of facilitating an eye examination by a nonprofit eye examination provider or a free oral health assessment hosted by a district school, unless the student's parent/guardian, or student accorded parental rights, has provided written notice to the school that consent to such exam(s) is not given. (Education Code 49073; 20 USC 1232g, 7908, 42 USC 11434a)

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. (34 CFR 99.37)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 234.7

Description

[Student protections relating to immigration and citizenship status](#)

Ed. Code 48985

[Notices to parents/guardians in language other than English](#)

Ed. Code 49061

[Definitions; directory information](#)

Ed. Code 49063

[Notification of parents/guardians of their rights](#)

Ed. Code 49073

[Release of directory information](#)

Ed. Code 49073.2

[Privacy of student and parent/guardian personal information; minutes of board meeting](#)

Ed. Code 49073.5

[Directory information; military representatives; telephone numbers](#)

Ed. Code 49603

[On campus access to employers and military services](#)

Federal

10 USC 503

Description

[Military recruiter access to directory information](#)

20 USC 1232g

[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)

20 USC 7908

[Armed forces recruiter access to students and student recruiting information](#)

34 CFR 99.1-99.67

[Family Educational Rights and Privacy](#)

42 USC 11434a

[McKinney-Vento Homeless Assistance Act; definitions](#)

Management Resources

Description

CA Office of the Attorney General Publication

[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025](#)

U.S. Department of Education Publication

[Model Notice for Directory Information, March 2011](#)

U.S. Department of Education Publication

[Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA, November 2016](#)

Website

[California Department of Education, Resources to Include Immigrant Families](#)

Management Resources

Website	California Department of Education, LEA Immigration Enforcement Policy Submission
Website	CSBA District and County Office of Education Legal Services
Website	California Attorney General's Office
Website	U.S. Department of Education, Office of the Chief Privacy Officer

Cross References

	Description
1100	Communication With The Public
1100-E PDF(1)	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1260	Educational Foundation
1340	Access To District Records
1340	Access To District Records
3515	Campus Security
3580	District Records
3580	District Records
4040	Employee Use Of Technology
4119.23	Unauthorized Release Of Confidential/Privileged Information
4135	Soliciting And Selling
4219.23	Unauthorized Release Of Confidential/Privileged Information
4235	Soliciting And Selling
4319.23	Unauthorized Release Of Confidential/Privileged Information
4335	Soliciting And Selling
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5125	Student Records
5125	Student Records
5131.1	Bus Conduct
5131.1	Bus Conduct
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
6164.2	Guidance/Counseling Services
6164.2	Guidance/Counseling Services

Cross References

6173

6173

9324

Description

[Education For Homeless Children](#)

[Education For Homeless Children](#)

[Minutes And Recordings](#)