

Policy 5125.1: Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 11/01/2001 | **Last Revised Date:** 01/01/2026 | **Last Reviewed Date:** 01/01/2026

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information, including to news media or nonprofit organizations, in accordance with law, 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 a determination of the best interests of district students. (Education Code 49073)

A student's directory information shall only be included in the minutes of the Board's meeting in accordance with Board Bylaw 9324 - Minutes and Recordings.

Colleges and prospective employers, including military recruiters, shall have access to a student's name, address, email address, and telephone number, unless the student's parent/guardian, or the student, if the student is 18 years of age or older, has requested that such information not be released. (10 USC 503, 20 USC 7908)

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and employers, including prospective employers, in accordance with law, Board policy, and administrative regulation. 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)

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 | Description |
|------------------|---|
| Ed. Code 234.7 | 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 | Description |
|-------------------|--|
| 10 USC 503 | 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 |
|----------------------|-------------|
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Policy 5125.1: Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 06/11/2008 | **Last Revised Date:** 04/12/2017 | **Last Reviewed Date:** 04/12/2017

The Board of Education 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.

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/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)

| Management Resources | Description |
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| 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 |
| 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 |
| 1113 | District And School Websites |
| 1113 | District And School Websites |
| 1113-E(1) | 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 |
| 1445 | Response To Immigration Enforcement |
| 1445 | Response To Immigration Enforcement |
| 3515 | Campus Security |
| 3515 | Campus Security |
| 3580 | District Records |
| 3580 | District Records |
| 4040 | Employee Use Of Technology |
| 4040-E(1) | Employee Use Of Technology |
| 4119.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4135 | Soliciting And Selling |
| 4219.21 | Professional Standards |
| 4219.21-E(1) | Professional Standards |
| 4219.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4235 | Soliciting And Selling |
| 4319.21 | Professional Standards |
| 4319.21-E(1) | Professional Standards |
| 4319.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4335 | Soliciting And Selling |

| Cross References | Description |
|-------------------------|--|
| 5020 | Parent Rights And Responsibilities |
| 5020 | Parent Rights And Responsibilities |
| 5022 | Student And Family Privacy Rights |
| 5022 | Student And Family Privacy Rights |
| 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 |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173-E(1) | Education For Homeless Children |
| 6173-E(2) | Education For Homeless Children |
| 9324 | Minutes And Recordings |

