

## **Release of Directory Information**

### **Intent of Policy**

The purpose of this policy is to identify the categories of directory information that may be released and the restrictions on releasing that information.

### **Directory Information**

Directory information refers to any information contained in the education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, information regarding a student's:

1. Name;
2. Address;
3. Telephone number;
4. Email address;
5. Photograph(s);
6. Date and place of birth;
7. Grade level;
8. Dates of attendance;
9. Participation in officially recognized activities and sports;
10. Weight and height of members of athletic teams;
11. Degrees, honors, and awards received; and
12. Most recent educational agency or institution attended. (Ed. Code § 49061 (c); 34 C.F.R. § 99.3.)

### **Social Security Numbers Not Directory Information**

Directory information does not include a student's social security number. (Ed. Code § 49061 (c); 34 CFR § 99.3.)

### **Student ID Numbers**

Student ID numbers or any other unique personal identifiers used on student badges and/or used to access electronic systems may only be released as directory information under the following conditions;

1. The information may not be released if it would allow someone to gain access to education records;
2. The information may be released when access to educational records requires additional information to authenticate the user's identity, such as a personal identification number (PIN), password or other factors known or possessed only by the authorized user. (Ed. Code § 49061 (c); 34 C.F.R. § 99.3.)



### **Parent Notification**

When a student enrolls at Encore, and at the beginning of each school year, Encore shall provide parents written notification in their home language of each of the following:

1. The types of student records and information contained therein which are directly related to students and maintained by Encore;
2. The categories of information which Encore has designated as “Directory Information”;
3. The process by which a parent may notify Encore that they do not want their child’s directory information to be released. (Ed. Code, § 49063.)

### **Parent Withdrawal of Consent to Release Directory Information**

Encore shall not release directory information on a student if parent notifies Encore that they do not want the information disclosed.

If a parent has notified Encore that they do not want information released, Encore shall obtain parent consent before any subsequent release of information. (Ed. Code, § 49073.)

### **Homeless Students**

If a student is identified as “homeless” as defined in Title 42, U.S. Code § 11434a(2) (Section 725 of the McKinney-Vento Homeless Assistance Act), his/her directory information shall not be released unless Encore has received written consent from the parent, or the holder of parent’s rights. (Ed. Code, § 49073; 42 USC § 11434a(2); 20 USC § 1232g.)