

VENTURA COUNTY BOARD OF EDUCATION

ADMINISTRATIVE REGULATION NO. 5125.1

ADOPTED: 08/28/23

CLASSIFICATION: Students

SUBJECT: 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, 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.

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

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

In addition, the annual parental 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 VCOE will not release such information without parental consent or a court order.

The County Superintendent or designee shall notify parents/guardians that they may request that VCOE 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

No directory information of a student identified as a homeless child or youth as defined in 42 USC 11434a shall be released, unless the parent/guardian, or the student if 18 years 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 VCOE in writing that such information not be disclosed without the parent/guardian's prior consent.

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of directory information made while the student was in attendance at VCOE, unless the opt-out request has been rescinded.

Legal Reference:

EDUCATION CODE

234.7	Student protections relating to immigration and citizenship status
49061	Definitions; directory information
49063	Notification of parents of their rights
49073	Release of directory information
49073.5	Directory information; military representatives; telephone numbers
49063	Public high schools; military recruiting

UNITED STATES CODE, TITLE 10

503	Military recruiter access to directory information
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UNITED STATES CODE, TITLE 20

1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
7908	Armed forces recruiter access to students and student recruiting information

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy