



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: RELEASE OF STUDENT DIRECTORY INFORMATION, 2004-05

NUMBER: REF-1288

ISSUER: Esther Wong, Assistant Superintendent
Planning, Assessment and Research

DATE: September 13, 2004

Due: October 1, 2004

ROUTING
Local District
Administration
Principals

PURPOSE: The purpose of this Reference Guide is to provide information regarding the release of student directory information and how to enter the parent/guardian's request to withhold some or all of the directory information in the school's Student Information System (SIS).

MAJOR CHANGES: None.

INSTRUCTIONS: I. BACKGROUND

Under Federal and State law, school districts may identify and disseminate student directory information to certain authorized individuals and/or organizations. Our district has identified the following entities as potential recipients of student directory information: approved California post-secondary education institutions (including for-profit accredited institutions); the United States Armed Forces Recruiting Agencies (applicable to only to high school juniors and seniors); elected federal, state, and county officials (e.g., health department); and the PTA. Pursuant to California Education Code section 49073, the Los Angeles Unified School District has identified name, address, telephone, date of birth, dates of attendance, and previous school(s) as directory information that may be released.

Both the Family Educational Rights and Privacy Act and the No Child Left Behind Act mandate that parents/guardians be offered an option annually to withhold directory information from distribution. This is accomplished when schools notify the parents/guardians at the beginning of each school year of their rights regarding directory information, in the form of the Parent-Student Handbook or similar document. Parents are asked to return the inside back cover of the Parent-Student Handbook (see Attachment A) to the school principals by October 1, 2004.

The school administrator is responsible for ensuring that all parents/guardians are notified of their rights to withhold directory information and keeping the school SIS records accurate and current regarding the release of directory information. Distribution of the Parent-Student Handbook is the appropriate means of notification.

II. DIRECTIONS FOR ENTERING PARENT/GUARDIAN REQUEST INTO SIS

When schools receive a written parent/guardian request (see Attachment A) to withhold their child's directory information, schools must enter the information into SIS on Screen 8, and then place the parent/guardian request in the student's cumulative



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folder.

By ensuring parent responses are entered in SIS, the school administrator will have access to current information. This will assist the principal to safeguard against releasing information of students whose parents have exercised their right to limit or deny the release of all or any directory information.

Upon request, Elementary SIS Support will provide an SIS English sentence to assist schools in generating appropriate lists of student directory information, excluding students restricted by parent request.

Follow the instructions below to enter the parent responses in the new Release of Directory Information Screen. Elementary SIS Screen 3, field 50, Release Directory Information, will no longer be used and has been removed from Screen 3.

- A. At the Main Menu, type 8 and press <ENTER> to access the Release of Directory Information Screen.

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*** RELEASE OF DIRECTORY INFORMATION ***

0 ID #      :      <

Enter an "N" to not release directory information to these agencies
-----+-----+-----+
1080 | PTA                                     |   |
-----+-----+-----+
1081 | HEALTH DEPARTMENT                       |   |
-----+-----+-----+
1082 | ELECTED OFFICIALS                       |   |
-----+-----+-----+

Enter an "N" to not release the following information
-----+-----+-----+-----+-----+-----+
1083 | NAME                                     |   |   | 1084 | ADDRESS                       |   |
-----+-----+-----+-----+-----+-----+
1085 | TELEPHONE                                |   |   | 1086 | BIRTH DATE                     |   |
-----+-----+-----+-----+-----+-----+
1087 | DATES OF ATTENDANCE                       |   |   | 1088 | PREVIOUS SCHOOLS               |   |
-----+-----+-----+-----+-----+-----+

CONTROL:

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- B. When the screen first appears, all fields will be blank, which indicates information may be released. Schools do not have to access a field unless an N should be entered to restrict release of that information.
- C. To deny release of any of the information according to the parent’s instructions, type the student’s 4-digit local ID number and press <ENTER>. Then at **Control** type the field # and press <ENTER> for the first item the parent has marked “May Not Receive Information” or “Do Not Release”. Enter an N and press <ENTER> at this field. Continue to enter N and press <ENTER> for any applicable fields on this screen.



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D. Press <CTRL> with <C> to move to **Control**. Type **FI** and <ENTER> to file this updated information.

RELATED RESOURCES:

ASSISTANCE: For assistance or further information please contact, Cynthia Lim, Interim Director, School Information Branch, at 213/241-2450.



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ATTACHMENT A

**DIRECTORY INFORMATION
2004-2005**

Under Federal and State law, school districts may identify and disseminate student directory information to certain authorized individuals, organizations and/or officials. Pursuant to California Education Code section 49073, LAUSD has identified the following categories of information as directory information that may be released to the officials and organizations named below. Parents of students 17 years or younger and adult students 18 years or older may request the school principal to limit the release of directory information or not release directory information at all.

PLEASE READ AND COMPLETE THE ATTACHED DIRECTORY INFORMATION ACKNOWLEDGEMENT FORM AND RETURN IT TO YOUR SCHOOL PRINCIPAL NO LATER THAN OCTOBER 1, 2004.

DIRECTORY INFORMATION ACKNOWLEDGEMENT

Student Directory Information:

<u>Category</u>	<u>O.K. to Release</u>	<u>Do Not Release</u>
1. Name		
2. Address		
3. Telephone		
4. Date of Birth		
5. Dates of Attendance		
6. Previous School(s)		

Authorized Recipients of Directory Information:

Recipient	May Receive Information	May Not Receive Information
1. PTA		
2. Health Department		
3. Military (<i>17 and 18 year olds only; name, address and telephone only</i>)		

_____ **I do not wish to have any directory information released to any individual or organization without my written permission.**

(Please Print) Name of Student

Birth Date

Grade



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Signature of Parent (*of minor student age 17 or younger*)

Date

Signature of Adult Student (*18 years or older*)

Date