

Policy 5125.1: Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 11/01/2001 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

CSBA NOTE: The following mandated policy and accompanying administrative regulation reflect the requirements of Education Code 49073 and the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g), which require districts to adopt a policy identifying those categories of student records considered to be "directory information" and that may generally be released, unless a student's parent/guardian notifies the district of a refusal.

The Governing Board 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 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)

CSBA NOTE: Pursuant to Education Code 49073.2, the district is prohibited from including in the Governing Board's meeting minutes a student's directory information, when the student or parent/guardian requests that such information be excluded. For further information about the Board's minutes, see BB 9324 - Minutes and Recordings.

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.

CSBA NOTE: The options below are for use only by districts maintaining grades 9-12.

10 USC 503 and 20 USC 7908 require districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide the names, addresses, email addresses, and telephone numbers of secondary school students to military recruiters upon request, except when the parent/guardian, or student, if 18 years of age or older, requests that the information not be released. Districts that do not grant military recruiters access to such student directory information may lose those funds, and may be subject to the interventions specified in 10 USC 503. Additionally, Education Code 49073.5 declares the intent of the Legislature that a district, including a district that does not receive ESEA funds, not purposefully exclude military recruiters from access to student directory information when adopting the required release of student directory information policy. See "Notification to Parents/Guardians" and "Parent/Guardian Consent" in the accompanying administrative regulation.

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 specified that the information not be released. (10 USC 503, 20 USC 7908)

CSBA NOTE: It is recommended that districts carefully consider whether to place items containing student directory information, such as home addresses, email addresses, or telephone numbers, on the district's website since release of such information may put students and the district at risk and may also be a violation of Education Code 49073 as specified below.

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 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 in language other than English](#)

Ed. Code 49061

[Definitions; directory information](#)

State

Ed. Code 49063
 Ed. Code 49073
 Ed. Code 49073.2
 Ed. Code 49073.5
 Ed. Code 49603

Description

[Notification of parents of their rights](#)
[Release of directory information](#)
[Privacy of student and parent/guardian personal information; minutes of board meeting](#)
[Directory information; military representatives; telephone numbers](#)
[On campus access to employers and military services](#)

Federal

10 USC 503
 20 USC 1232g
 20 USC 7908
 34 CFR 99.1-99.67
 42 USC 11434a

Description

[Military recruiter access to directory information](#)
[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)
[Armed forces recruiter access to students and student recruiting information](#)
[Family Educational Rights and Privacy](#)
[McKinney-Vento Homeless Assistance Act; definitions](#)

Management Resources

CA Office of the Attorney General Publication
 U.S. Department of Education Publication
 U.S. Department of Education Publication
 Website
 Website
 Website

Description

[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024](#)
[Model Notice for Directory Information, March 2011](#)
[Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA, November 2016](#)
[CSBA District and County Office of Education Legal Services](#)
[California Attorney General's Office](#)
[U.S. Department of Education, Office of the Chief Privacy Officer](#)

Cross References

1100
 1113
 1113
 1113-E(1)
 1114
 1114
 1260
 1340
 1340
 3515
 3515
 3580
 3580
 4040
 4040-E(1)
 4119.23

Description

[Communication With The Public](#)
[District And School Websites](#)
[District And School Websites](#)
[District And School Websites](#)
[District-Sponsored Social Media](#)
[District-Sponsored Social Media](#)
[Educational Foundation](#)
[Access To District Records](#)
[Access To District Records](#)
[Campus Security](#)
[Campus Security](#)
[District Records](#)
[District Records](#)
[Employee Use Of Technology](#)
[Employee Use Of Technology](#)
[Unauthorized Release Of Confidential/Privileged Information](#)

Cross References**Description**

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
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
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
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