



CHINO VALLEY UNIFIED SCHOOL DISTRICT
Notice for Students and Parents/Guardians
DIRECTORY INFORMATION

The federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232(g); 34 CFR Part 99) is a federal law that protects the privacy of student education records and affords parents/guardians and students over 18 years of age certain rights with respect to their student's records.

"Directory information" is information contained within a student's record that would not generally be considered harmful or an invasion of privacy if disclosed. 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.

CVUSD has identified student directory information to include:

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|-------------------------|---|
| 1. Student's Name | 8. Participation in officially recognized activities and sports |
| 2. Address | 9. Weight and height of athletic team members |
| 3. Telephone number | 10. Dates of attendance |
| 4. Email address | 11. Degrees and awards received |
| 5. Date of birth | 12. Most recent previous public or private school attended |
| 6. Major field of study | |
| 7. Photo | |

Directory information does not include the student's social security number, citizenship status, immigration status, place of birth, or any other information indicating national origin. The District will not disclose any such information without the parent/guardian's written consent or court order.

The main purpose of directory information is to allow the District to include certain information in school and/or District publications (e.g., a playbill showing your child's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, sports activity sheets, school or District website) and is released primarily to the school sites, PTA, or District office to print a student's name in reference to an award or class activity.

As noted in Education Code 49073 and Administrative Regulation 5125.1, the District may disclose directory information without prior written consent from the parent/guardian to colleges, employers, prospective employers, military recruiters, and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Employers and media are rare situations, but are possibilities depending on the circumstances. Directory information shall not be disclosed to any other private profit entity not listed herein.

Private schools and colleges may be given the names and addresses of 12th grade students, and students who are no longer enrolled provided they use this information only for purposes directly related to the institution's academic or professional goals. For grades 11 and 12, military recruiters shall have access to a student's name, address and telephone numbers, unless the parent/guardian has specified that the information is not to be released, in accordance with law, Board policy, and administrative regulation. (BP 5125.1)

Directory information regarding any student identified as a foster youth or homeless youth shall not be released without the express written consent of the eligible student, parent/guardian or educational rights holder authorizing release of the information.

Parent Consent

- The categories of directory information the District plans to release, and the recipients thereof are set forth in the preceding paragraphs.
- Unless the District has received written notice from parent/guardian to not release their student's directory information, the District may release directory information without parent/guardian's prior written consent (with the exception of foster or homeless youth), or student, if age 18.
- Parent/guardian may give written consent to allow or deny the release of their student's directory information during Aeries Data Confirmation or by providing a request in writing to the school principal



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no later than the 10th day after commencement of the first day of school. If notification is not timely submitted, directory information may be disclosed without prior consent.

- If the parent/guardian denies having their student's directory information released, their student's information and photograph will not be included in the yearbook.
- If the parent/guardian denies having their student's directory information released, their student's information will not be included in District publications (e.g., a playbill showing your child's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, sports activity sheets, school or District website).

(34 CFR Part 99, California Education Codes 49061, 49063, 49064, 49068, 49073, 49074, 49076, 49076.5, BP/AR 5125.1)