



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** SECONDARY STUDENT  
DIRECTORY INFORMATION, 2005 - 2006

**NUMBER:** REF-1833.1

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

**DATE:** July 12, 2005

Due Various

## ROUTING

Local District  
Administrators  
Secondary Principals  
Asst. Principal, SCS  
SIS Coordinators

**PURPOSE:** The purpose of this Reference Guide is to: 1) inform high school principals that the district is mailing a letter from the Superintendent to the parents/guardians of juniors and seniors informing them of their right to withhold or “opt out” of the release of student directory information; 2) provide the Superintendent’s letter with the “Request to Withhold Directory Information Form” to senior high schools to include in their registration packets to ensure that parents/guardians are informed of their right; and 3) instruct schools to enter the parent/guardian’s “opt out” request upon receipt into SIS no later than November 4, 2005.

**MAJOR CHANGES:** This reference guide replaces REF-1833 dated June 20, 2005 of the same title. The only change is that the attachment (sample parent letter) has been translated into the following languages: Spanish, Armenian, Chinese, Korean, Russian, and Vietnamese.

Senior high schools are to include the “Request to Withhold Directory Information Form” in their registration packets to ensure that parents/guardians are informed of their rights to withhold student directory information. The intent is to provide multiple notifications of the parents/guardians of their rights to withhold student directory information.

## INSTRUCTIONS:

### I. BACKGROUND

Under Federal and State law, school districts may identify and disseminate student directory information to certain authorized individuals, organizations, and/or officials, which include: approved California post-secondary education institutions (including for-profit accredited institutions), the United States Armed Forces Recruiting Agencies, 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. 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 the directory information at all.

Further, on February 11, 2003, the Board of Education adopted a policy regarding the release of directory information to comply with the *No Child Left Behind Act of 2001*, section 9528, which permits the distribution of the names, addresses, and



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telephone numbers of students who are juniors and seniors to the United States Armed Forces Recruiting Agencies and colleges and universities upon request, unless the parent/guardian has requested that the directory information not be released to them.

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.

In addition, the Board policy requires that the Superintendent of Schools send a letter to the parents/guardians of high school juniors and seniors notifying them of their right to withhold or “opt-out” of the release of student directory information.

This reference guide outlines the procedures the district and the schools must follow to comply with federal and state laws and current Board policy.

## II. PROCEDURES TO COMPLY WITH FEDERAL/STATE LAW AND BOARD POLICY

### A. District Responsibility Regarding Information to Colleges/Universities and Military

The School Information Branch will send the Superintendent’s letter directly to the parents/guardians of high school juniors and seniors notifying them of their rights to withhold their students’ directory information. These letters will be sent according to the student’s calendar:

Single Track	September 12, 2005
Three Track: A	September 12, 2005
Three Track: B and C	July 11, 2005

A copy of the letter is attached along with translations in Armenian, Chinese, Korean, Russian, Spanish, and Vietnamese. Senior high schools may give copies of the letter to parents/guardians in registration packets or upon enrollment.

### A. Parent/Guardian Responsibility

Parents/guardians of high school juniors and seniors are instructed to return the “Request to Withhold Directory Information Form” (the “opt-out” form) on the Superintendent’s letter directly to the school no later than October 21, 2005, for all tracks.



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### B. School Responsibility

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.

1. Schools must distribute the Parent-Student Handbook and the Superintendent's letter to all students at the beginning of each school year and upon the enrollment of new students.
2. Schools must enter the parent/guardian's request to withhold their student's directory information in the SIS system. Senior high schools must enter the information in SIS no later than November 4, 2005.
  - a. If the parent marks "I do not wish to have any directory information released", enter "N" for "No directory information may be released" in field 217 in ID01.
  - b. If the parent indicates certain directory information may not be released or certain agencies should not receive the information, use ID62 to place an "X" in all applicable boxes to indicate the restrictions according to parental instructions. To access ID62, press the <F9> key while in field 217. If information is entered in ID62, Field 217 will show "See ID62."
  - c. On November 7, 2005, this information will be collected electronically through the senior high school's SIS to create the juniors and seniors lists to be released to the approved California post-secondary educational institutions (including for-profit accredited institutions), the United States Armed Forces Recruiting Agencies, and elected federal, state, and county officials, etc.
3. Schools must place the parent/guardian's request to withhold their student's directory information in the student's cumulative folder.

Military recruiters who are requesting student directory information should be referred to the School Information Branch at (213) 241-2450. Student lists will be provided to the recruiters for a fee once an affidavit is signed indicating the planned use of the student lists.

**RELATED  
RESOURCES:**

None

**ASSISTANCE:**

For assistance or further information, please contact Cynthia Lim, Director, School Information Branch at (213) 241-2450.