

## **RELEASE OF DIRECTORY INFORMATION**

This regulation ensures that personal information contained in Monterey County Office of Education (MCOE) directories concerning enrolled students remains confidential.

### Definitions

**County placing agency** means the Monterey County Department of Social and Employment Services or the Monterey County Department of Probation.

**Directory information** means one or more of the following items: student's name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

**Military services** means the United States Army, the United States Navy, the United States Air Force, the United State Marine Corps, the United States Coast Guard, or any reserve component of those federal forces, the National Guard, the State Military Reserve, and the active militia.

### Parent Notification

At the beginning of each school year, all parents/guardians shall be notified as to what categories of directory information MCOE plans to release, and to whom, and under what circumstances [EC 49063; EC 49073]. The notice shall be, insofar as is practicable, in the home language of the student.

This notification shall also inform parents/guardians of their right to refuse to allow MCOE designate any or all types of information as directory information and the period of time within which a parent/guardian must notify MCOE in writing that he/she does not want a certain category of information designated as directory information [34 CFR 99.37]

### Restrictions on Release of Directory Information

No MCOE staff member, administrator, or member of the MCOE Board of Education shall give out any directory information concerning any particular minor student enrolled in any MCOE program to any person, except under judicial process, unless the person is one of the following:

- A parent or guardian of the student
- A person designated in writing by such parent/guardian
- An officer or authorized employee of a public, private, or parochial school where the student attends, has attended, or intends to enroll
- An officer or authorized employee of the United States, the State of California, or a city, city and county, or county seeking information in the course of his/her duties
- An officer or authorized employee of a public or private guidance, welfare, or mental health agency of which the student is a client when requested in writing by parent/guardian
- An employer or potential employer of the student (age and scholastic records only)

Directory information shall not be released regarding any student whose parent/guardian notifies MCOE in writing that such information may not be disclosed.

Based upon its determination of the best interests of the student, MCOE may limit or deny the release of specific directory information to any public or private nonprofit organization.

Under no circumstances shall directory information be disclosed to a private, profit-making entity.

The Monterey County Superintendent of Schools or designee may authorize the release of student directory information to representatives of the news media, and/or prospective employers of nonprofit organizations. Unless prohibited by the parent/guardian, directory information which MCOE officials may disclose consists solely of the following: student name, address, telephone number, and date and place of birth. Military services representatives may not be purposefully excluded from access to such information.

Telephone numbers may be released to the PTA except where the parent/guardian has requested in writing that the phone number not be released.

Restrictions imposed by this regulation are not intended to interfere with the giving of information by MCOE personnel concerning participation in athletics and other school activities, the winning of scholastic or other honors and awards, and other similar information.

Names of graduating students may be given to any newspaper of general circulation.