

PARENT/GUARDIAN NOTICE - RELEASE OF DIRECTORY INFORMATION

The Monterey County Office of Education (MCOE or county staff) is required by law to get the parent's or guardian's response in writing about disclosing "directory information" from your child's education records.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Such information about your child's education records may be of interest to school newspapers, graduation programs or outside organizations such as companies that publish yearbooks or class rings.

Under certain circumstances, MCOE may be required to provide military recruiters with students' names, addresses, and telephone listings, unless you have advised MCOE, in writing, that you do not want their child's information disclosed.

MCOE has designated the following information as directory information:

1. Name
2. Address
3. Telephone number (cell phone or land line)
4. Email address
5. Date of birth
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and awards received

MCOE may disclose a child's student identification number, user identification, or other unique personal identifier used to communicate in school electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or another factor that only the authorized user knows. The child's social security number will not be used for this purpose.

Directory information does not include the child's citizenship status, immigration status, place of birth, or any other information indicating national origin. MCOE will not disclose such information without parental/legal guardian consent or a court order.

Parents or legal guardians must use the enclosed form to inform the county staff about their choice to disclose directory information from the child's education records.

Respond by: _____.

PARENT/GUARDIAN NOTICE - RELEASE OF DIRECTORY INFORMATION FORM

As parent or guardian of the student identified below, I will allow or deny my child's school records to be released. Yes No

- School newspapers and graduation programs
- Companies for yearbooks or class rings
- Military recruiters
- Student identification number

Name of Child: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Parent/Guardian Signature: _____

Print Name: _____ Date: _____

For County Office Use:

Received by: _____ Date: _____
Please Print

Items Released:

- | | |
|---------------------|----------------------------------|
| Address | Name |
| Date of Birth | Officially recognized activities |
| Dates of attendance | Phone number (Home / Cell) |
| Email Address | Student Identification Number |
| User Identification | |

Information released to: _____ Date: _____