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1777 W. Baseline St., San Bernardino, CA 92411

## School Directory Information Policy

A School Directory Information Policy governs how schools handle and share students' directory information, which typically includes details like names, addresses, phone numbers, dates of birth, participation in activities, and other non-sensitive data.

Key Points of a School Directory Information Policy:

Definition of Directory Information

Common items: name, address, phone number, email, date of birth, grade level, participation in activities, honors, and awards.

Does not include sensitive information like Social Security numbers or grades.

Parental and Student Rights

Under FERPA (Family Educational Rights and Privacy Act) in the U.S., schools must notify parents and eligible students (18+) about what qualifies as directory information.

Parents/students have the right to opt-out of having their information shared.

Who Can Access Directory Information?

Typically shared with school officials, yearbook publishers, class ring manufacturers, colleges, military recruiters, and media for school-related purposes.

Some schools limit access to prevent commercial or unwanted third-party use.

Notification and Consent

Schools must provide annual notice to parents/students about their rights and how to opt-out.

No explicit consent is required to release directory information unless the student/parent opts out.

Restrictions on Use

Schools should have policies preventing the misuse of directory information for marketing, sales, or non-educational purposes.