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STUDENT SUPPORT SERVICES  
1130 Fifth Avenue, Chula Vista, CA 91911  
619.691-5564 OFFICE/619.407-4982 FAX

MEMORANDUM

October 2, 2015

To: Dr. Janney  
Fr: Steven Lizarraga  
Re: **Parent Notifications**

The District is required to annually notify pupils, parents, and guardians of their rights and responsibilities, pursuant to California Ed Code 48980. These notifications are given to parents at the beginning of the school year. This year, the Annual Notifications were distributed the week of August 10, 2015.

There is a section in the Annual Notifications that pertains to student directory information. Directory information includes the student's name, address, phone number, date of birth, email address, major field of study, participation in school activities and sports, dates of attendance, degrees and awards received, and height and weight of athletes.

The Family Education Rights and Privacy Act (FERPA) and Education Code 49073 permits the District to disclose students' directory information without written consent, unless a parent discloses that they do not want their student's directory information disclosed without prior written consent.

Included in the notifications is the Release Form For Directory Information (page 18 in the 2015 – 2016 Annual Notifications). By signing and returning this form to their school Registrar, parents can opt out from releasing directory information to the following agencies:

- PTA
- Health Department
- Elected Officials
- United States Armed Forces
- Universities or Other Institutions of Higher Education

In addition, a parent can opt out of having their child interviewed, photographed, or filmed by members of the media.

Once the school Registrar receives a signed Release Form For Directory Information, he/she inputs this information in PowerSchool.

The Student Support Services Department waits a minimum of 4 weeks after distribution of the Annual Notifications before requesting a PowerSchool report which lists all student names that have **not** opted out of releasing student directory information to the agencies listed above. Upon request of military recruitment agencies, student directory information is released to them. This year, military agencies received student directory information on September 8, 2015.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.*

*SUHSD Board Policy 0410.*