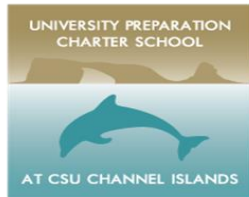Board Policy: Students # <u>501</u>

<u>D</u>IRECTORY <u>I</u>NFORMATION

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that UPCS, with certain exceptions, obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from his or her child's education records. However, UPCS may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised UPCS to the contrary in accordance with this policy.

"Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. UPCS has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

If you do not want UPCS to disclose directory information from your child's education records without your prior written consent, you must notify UPCS in writing at the time of enrollment or re-enrollment. Please notify the Executive Director or designee at:

University Preparation Charter School
1099 Bedford Drive
Camarillo, CA 93010

The Board hereby directs that parents/guardians be notified of this policy annually.

_____
Adopted/Ratified: 10/13/10

Revision Date: 2/4/13, 3/23/18, [INSERT]

Commented [CF1]: The Student handbook available on the UPCS website, which appears to include the annual notice of the School's FERPA policy, has a different (longer) list of directory information items. These lists need to be consistent. If the School has a FERPA/Ed. Records policy that includes a directory information list, and the school provides annual notice of that policy and list, a separate directory information policy is usually not required.

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