

Elk Grove Unified School District Release of Directory Information

The Elk Grove Unified School District's Board of Education recognizes the importance of maintaining the confidentiality of student information. As required by law, Board policy, or administrative regulation, the District shall not release information that is private or confidential.

Therefore, the District authorizes the release of directory information only in accordance with law and Board policy. Directory information may not be released to private, profit making entities other than employers, prospective employers, and representatives of the news media.

The Superintendent or designee may limit or deny the release of specific directory information to any public or private nonprofit organization based on his/her determination of the best interests of the student.

Military services representatives shall, upon request and within a reasonable time, have access to the names, addresses, and phone numbers of secondary school students unless parents have requested that they do not want their child's information disclosed.

However, directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed. The District notifies parents on an annual basis through the parent/student handbook of the type of directory information that may be released and the potential recipients of the information. Elk Grove Unified School District sends home a form at the beginning of the year to give parents the opportunity to opt out of the release of directory information. No other access to student records or personally identifiable student information may be provided without parent/guardian permission.

Please fill out the form on the reverse in order to request directory information. The form should be handed in to the Secondary Education office in Room 215 at 9510 Elk Grove-Florin Road. Please note that directory information will only be released after parents have had the opportunity to opt their child out and the schools have had time to input opt out forms into our system. If you would like to check the status of your request once it has been submitted you can do so by sending an email to sisprodreq@egusd.net.

