

DIRECTORY INFORMATION POLICY

“Directory Information” are student records and information that is generally not considered harmful or an invasion of privacy if released. **Granada Hills Charter (GHC)** may disclose student records and information that it has designated as directory information without a parent’s or eligible student’s prior written consent.

GHC has designated the following students' records and information as directory information:

- Student’s name
- Student’s address
- Parent/guardian’s address
- Telephone listing
- Student’s electronic mail address
- Parent/guardian’s electronic mail address
- Grade Level
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a pin, password, etc. (A student’s social security number, in whole or in part, cannot be used for this purpose.)

At the beginning of each school year, GHC shall provide parents and eligible students with a notice containing the following information:

1. The type of student records and information it designates as directory information; and
2. The parent’s or eligible student’s right to request that GHC not release directory information to any requestor without obtaining prior written consent from parent or eligible student.

If you do not want GHC to disclose directory information from your child's education records without your prior written consent, you must provide written notice of your decision to prohibit the release and disclosure of directory information by GHC. The written notice must be provided to the school TK-8 or High School administrative director within thirty (30) school days after receipt of the GHC Notice or within thirty (30) school days of the student’s initial enrollment or re-enrollment, whichever is later. Parents and eligible students must renew annually their written notice to prohibit the disclosure of directory information by GHC.