

ADMINISTRATIVE CIRCULAR NO. 33
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: October 6, 2005

To: All School Principals

Subject: PARENT/GUARDIAN REQUESTS TO RESTRICT RELEASE OF STUDENT INFORMATION

Department and/or

Persons Concerned: Principals, Vice Principals, Registrars, School Clerks

Due Date: Upon receipt of parent/guardian requests

Reference: Administrative Procedures 6525, 6527, and 9375

Action Requested: Record parent/guardian requests in Zangle

Brief Explanation:

Federal and state legislation provides guidance on release of student information and required notification to parents/guardians related to their right to restrict the release of information about their students. In the district, this required notification is included in *Facts for Parents*, that should be provided to parents/guardians as soon as copies are received at school sites. Delayed distribution to parents/guardians could result in release of student information that parents/guardians might request be withheld if promptly notified of this right.

As stated in *Facts for Parents* and in district Procedure 6525, some student directory information may be released to certain entities without parent/guardian permission. Entities entitled to such information include:

- **Military recruiters**, as mandated in the No Child Left Behind (NCLB) act. NCLB requires that military recruiters be provided access to directory-type information (names, addresses, and telephone numbers) for secondary students unless parents/guardians request that the information not be released. Generally, military recruiters begin requesting data in October. Release of directory information to military recruiters is performed by central office staff; school staff members should **not** release any student information to military recruiters.
- **Approved organizations**, such as the PTA (see *Facts for Parents* or Procedure 6525).

Release of non-directory type information, as described in district Procedures 6527 and 9375, requires active parent/guardian consent. For example, parents/guardians must sign a permission slip if media wish to interview, photograph, or videotape students.

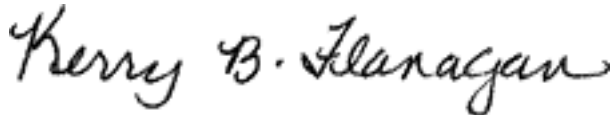
Parent/guardian requests to restrict information release must be submitted in writing to the school office within two weeks of receiving *Facts for Parents*. Written requests may take the form of a letter, checking the appropriate box on the signed enrollment card, or submitting a *Request to Withhold Student Information* form (available on the district website on the *For Parents* page). Active consent forms that may restrict activities include the media release form and videotaping release form that are appended to *Facts for Parents* and submitted each year.

Upon receiving written notice from parents/guardians that information should not be released or that media or videotaping activity is not permitted, **site staff must promptly record this request in Zangle** (rather than in the legacy SIS as was previously required) so that affected students' data are excluded from lists provided to approved entities. The procedure for data entry is described in the attached Zangle job aid. (The job aid also describes the steps used to run reports that list students for whom prohibitions have been recorded.) Site entry of requests in Zangle is the only way to ensure compliance with the legal right of parents/guardians to restrict the release of information about their students. It is imperative that accurate information be entered in Zangle to prevent the unauthorized release of information. Following data entry, written requests should be placed in students' cumulative records.

Questions about release of information to military recruiters may be directed to Ron Rode at 619-725-5611 or via email at rrode@sandi.net. Other questions about the general release of directory information should be addressed to Peter Bell at 619-725-7193 or via email at pdbell@sandi.net.

Karen Bachofer
Executive Director
Standards, Assessment, and Accountability Division

APPROVED:



Kerry Flanagan
Chief of Staff

KVB:rg

Attachment

Distribution: Lists D, E, and F

Recording Parent Requests

—DRAFT—

Version 1.1 • Updated September 22, 2005

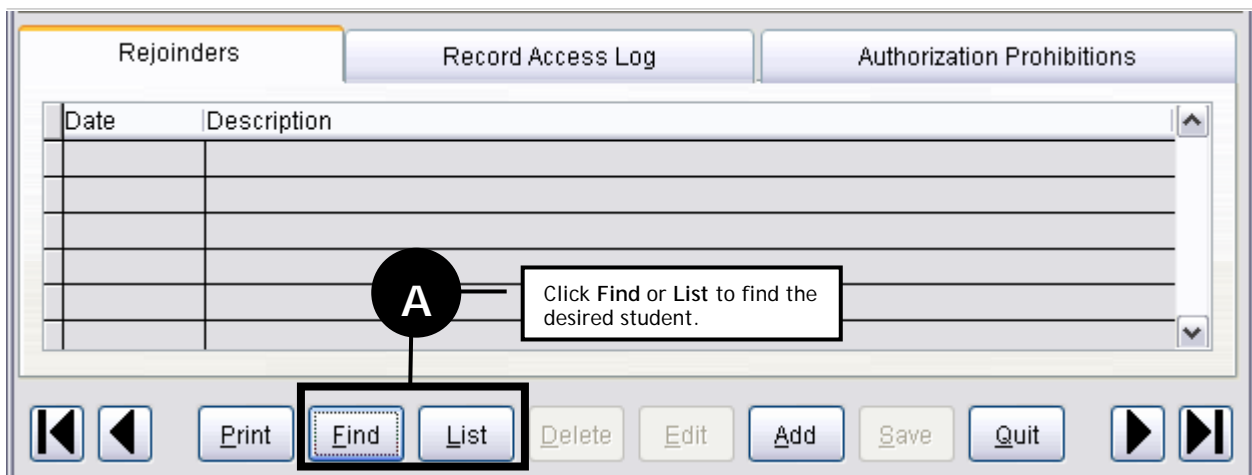
Reference: District Procedure 6525

Use the Authorization Prohibitions tab in **Records Access** to record written requests submitted by parents. The table below lists the five types of parent requests that can be entered.

Type	Description of Use
Directory content restriction	For "No" boxes on the enrollment card (see the "Include in Student Directory Lists" item), a written note, or a <i>Media Release Form</i> . In each case, only "No" responses need to be entered in Zangle.
Media release restriction	For "No" checked on media release forms.
Military recruiter restriction	For written notes specifically requesting only that military recruiters are excluded.
Program participation authorization or prohibition	
Videotaping restriction	For "No" checked on videotaping release forms.

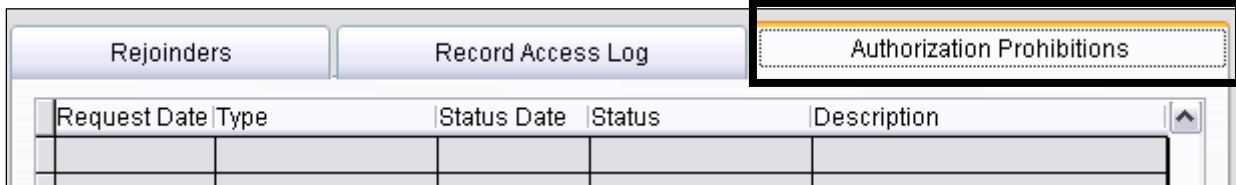
Follow the steps below to record parent requests in Records Access.

- Open **Zangle**. Click **Enrollment**. Click **Records Access**.
- Complete Steps A-G. Steps A-C are shown below. Steps D-G are on the following page.



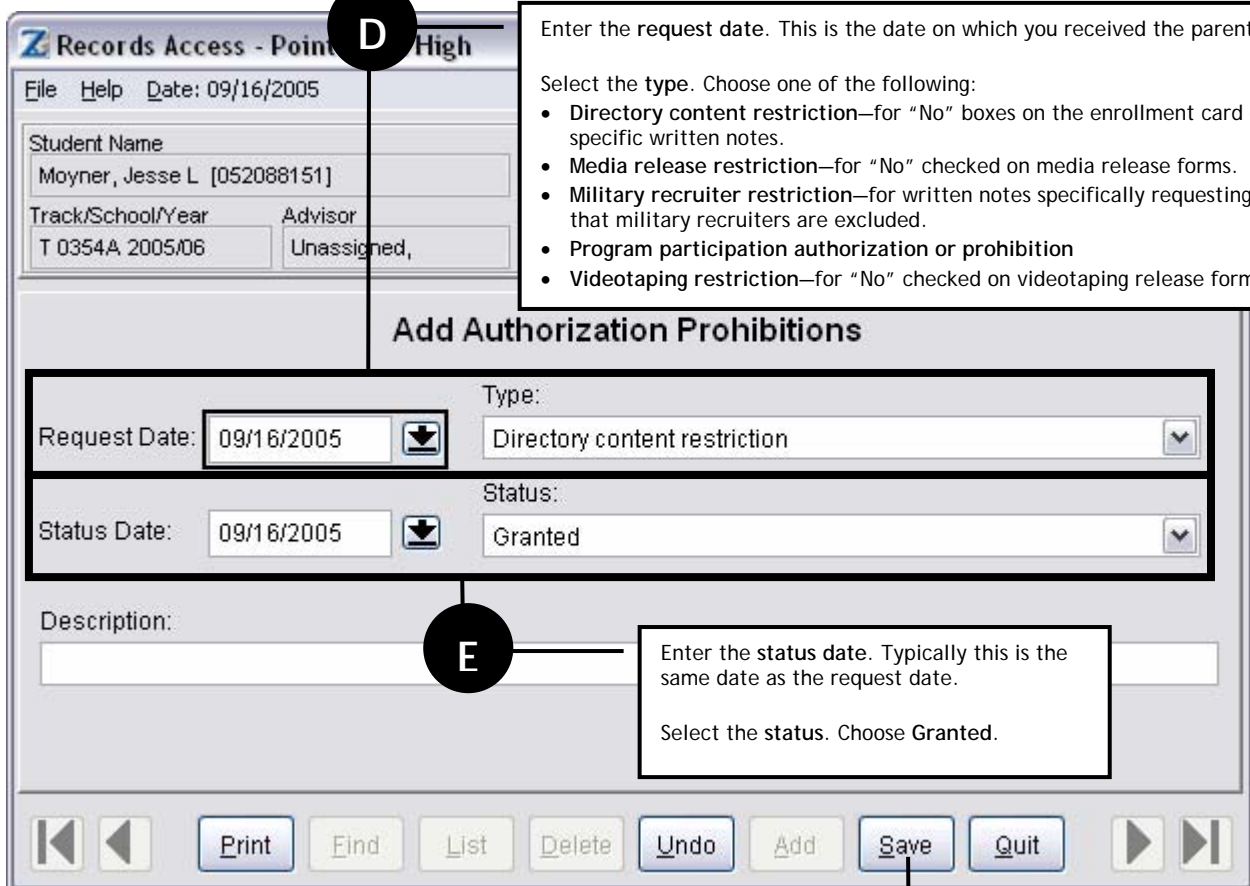
Click the Authorization Prohibitions tab.

B




C

Click Add. The screen will change.



D

Enter the request date. This is the date on which you received the parent letter.

Select the type. Choose one of the following:

- Directory content restriction—for “No” boxes on the enrollment card or non-specific written notes.
- Media release restriction—for “No” checked on media release forms.
- Military recruiter restriction—for written notes specifically requesting only that military recruiters are excluded.
- Program participation authorization or prohibition
- Videotaping restriction—for “No” checked on videotaping release forms.

E

Enter the status date. Typically this is the same date as the request date.

Select the status. Choose Granted.

F

Click Save. You will return to the previous screen.

Records Access - Serra High

File Help Date: 09/16/2005

Student Name: Lopez, Leilani Jill [100388014] M/F Birthdate: 10/03/1988 Age: 16 Grade: 11

Track/School/Year: T 0357A 2005/06 Advisor: Unassigned, Entry: 09/05/2005

Group [442 of 858 records]: Active Students

Rejoinders | Record Access Log | Authorization Prohibitions

Request Date	Type	Status Date	Status	Description
09/16/2005	Directory content res	09/16/2005	Granted	

Upon completing Step F, the added restriction will appear on the screen.

Repeat Steps C-F to add additional restrictions for this student.

Repeat Steps A-F for other students for whom requests have been received.

When you are done, click Quit.

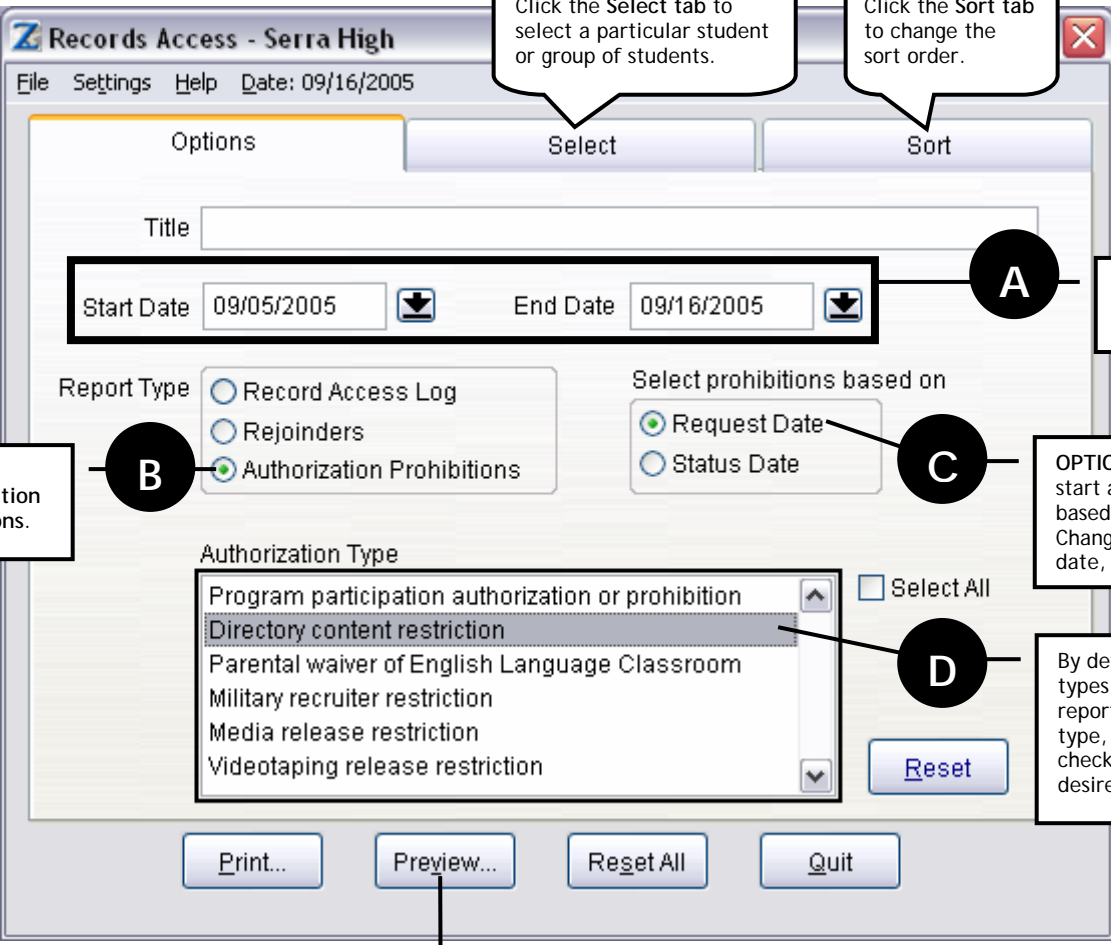
Print Find List Delete Edit Add Save Quit

Reporting on Students with Parent Requests

Use the Records Access report in the Enrollment module to generate reports that list the students with parent requests.

Follow the steps below to generate Records Access reports.

- Open Zangle. Click Enrollment. Click Reports. Select Records Access.
- Complete Steps A-H. Steps A-E are shown below. Steps F-H are on the following page.



A Enter the desired start and end dates.

B Select Authorization Prohibitions.

C OPTIONAL: By default, the start and end date will be based on the request date. Change this to the status date, if desired.

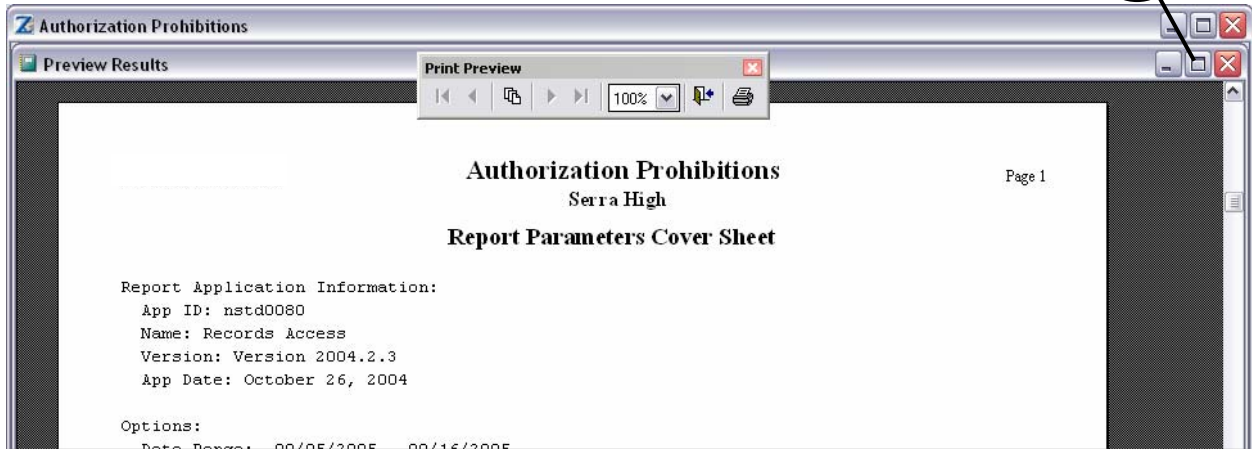
D By default, all authorization types will be included in the report. If you want only one type, unclick the Select All checkbox, then click on the desired type to highlight it.

E Click Preview to preview the report. A cover page will appear.

Click the Select tab to select a particular student or group of students.

Click the Sort tab to change the sort order.

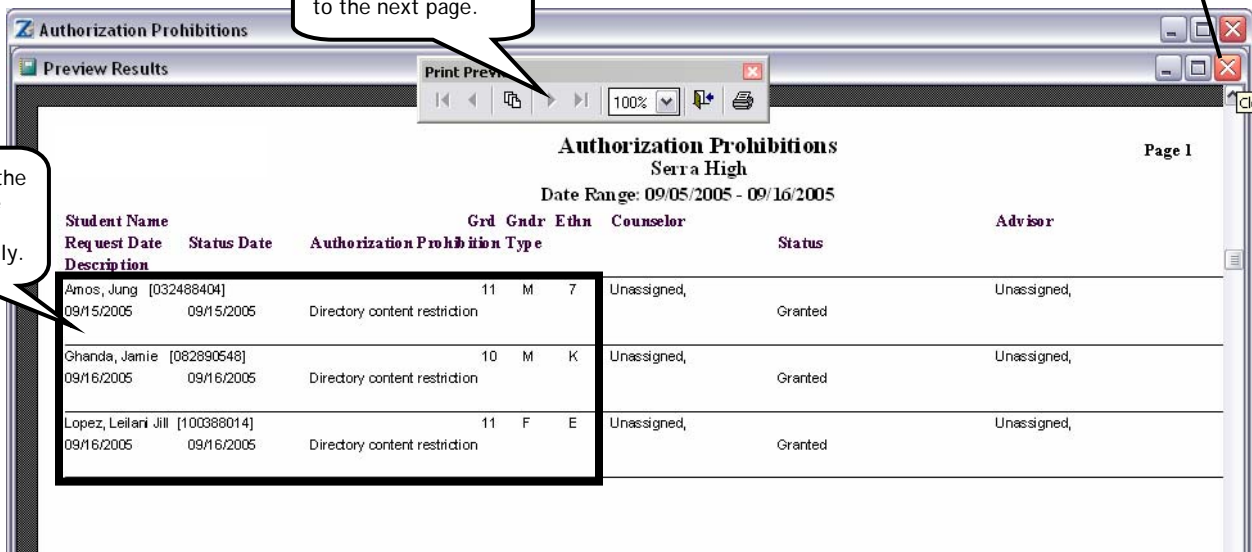
Read the cover page. Then click the X to close it. The report is "underneath" it.



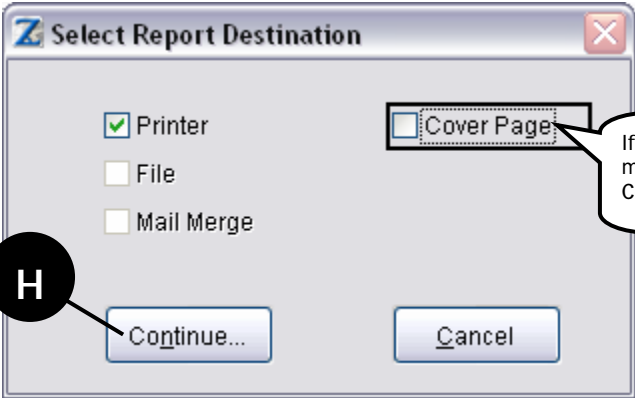
Preview the report. Then click the X to close the report. A print dialog box will appear.



Use the arrow to go to the next page.



By default, the students are listed alphabetically.



Click Continue to print. Otherwise, click Cancel.



If you print the report, you may want to uncheck the Cover Page option.