



STUDENT DIRECTORY INFORMATION AFFIDAVIT

Colleges/Universities/Postsecondary Educational Institutions

BACKGROUND: The Board of Education adopted a policy which permits the distribution of grade 11 and 12 student directory information to approved postsecondary educational institutions.¹ In accordance with this policy, all authorized recipients that wish to purchase student directory information must sign an affidavit regarding the restricted use of this data. Parents may opt out of disclosing student directory information each year. As such, the directory information of students whose parents have opted out is excluded from files released to authorized recipients. For more information, contact the Office of Data and Accountability's *Data Privacy, Analysis, and Reporting Branch*: phone: (213) 241-5600 / email: dataprivacy@lausd.net.

SPECIFICATIONS: A student list of directory information is available through a secure online file sharing application in Excel format and will include school name, student name, address, and phone number. Lists are provided at cost, calculated at \$0.03 per record with a maximum of \$1,000.

AFFIDAVIT: The undersigned applicant affirms the 2026-2027 school year student list of directory information provided shall be used through July 31, 2027 for the purpose stated in the application section below and that the list will be destroyed after such use. It is further agreed that any other use, sharing, or copying of lists beyond the stated purpose and timeframe shall constitute a breach of contract resulting in forfeiture of future rights to such lists and recovery of any liability resulting from such breach.

APPLICATION:

Name of Organization _____

Mailing Address _____

Telephone Number _____

Authorized Representative _____
Name Title

Authorized Representative Email _____

Purpose/Use of Directory Information _____

School(s) Requested _____

Signature _____ Date _____

Submit your completed and signed affidavit to the Student Directory Support Team by email to StudentDirectory@lausd.net. Once approved, an invoice will be provided to the authorized representative. Proof of identity, the completed affidavit with signature, and the check payable to Los Angeles Unified School District will be required to access the file with the requested information.

¹ The District has identified the following as student information for colleges, universities, and other postsecondary educational institutions: *Name, address, and phone number*.