



STUDENT DIRECTORY INFORMATION AFFIDAVIT

Elected Officials and Authorized Organizations

BACKGROUND: The Board of Education adopted a policy permitting the distribution of student directory information to selected agencies,¹ which are limited only to those individuals and agencies listed on the "Information Release Form" in the District's annual Parent Student Handbook and includes elected officials, selected L.A. County Departments, and the Parent Teacher Student Association (PTSA). 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 the directory information requested below. 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		
	<i>Name</i>	<i>Title</i>
Authorized Representative Email		
Directory Information Requested		
Purpose/Use of Directory Information		
School(s) and Grade Level(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 directory information: *Name, address, phone number, date of birth, current and most recent previous school(s), dates of attendance, and degrees, honors, and awards received.*