



## STUDENT DIRECTORY INFORMATION AFFIDAVIT MILITARY OR POSTSECONDARY

**BACKGROUND:** The Board of Education adopted a policy which permits the distribution of grade 11 and 12 student directory information to United States Armed Forces (military) Recruiting Agencies and approved postsecondary educational institutions. <sup>1</sup> In accordance with District policy, all purchasers of student lists must sign an affidavit regarding the restricted use of this information. Parents may opt out of disclosing student directory information. The information of students whose parents have opted out will not be included. For more information, visit [www.lausd.org/studir](http://www.lausd.org/studir).

**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 2024-2025 school year student list of directory information provided shall be used through July 31, 2025 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	_____
Purpose/Use of Directory Information	_____
	_____
School(s) Requested	_____
	_____
Signature	_____
	Date _____

Submit your completed and signed affidavit to the [Office of Data and Accountability](#) by fax to (213) 241-8969 or by email to [studir@lausd.onmicrosoft.com](mailto:studir@lausd.onmicrosoft.com). 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.

<sup>1</sup> The District has identified the following as student directory information for United States Armed Forces (military) Recruiting Agencies and postsecondary educational institutions: ***Name, address, and phone number.***