



STUDENT DIRECTORY INFORMATION AFFIDAVIT 2023-2024

BACKGROUND: The Board of Education adopted a policy which permits the distribution of student directory information to selected agencies.¹ Agencies are limited to those listed on the Parent Student Handbook Information Release Form, such as Parent Teacher Student Association (PTSA) or elected officials. 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.

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 2023-2024 school year student list of directory information provided shall be used through July 31, 2024 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 _____

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 [Office of Data and Accountability](#) by fax to (213) 241-8969 or by email to 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.

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.*