

**Table I
Pupil Records**

(Note: directory information and informal notes kept solely for personal use are not records)

Classification	Mandatory Permanent Records (Minimum Requirements)	Mandatory Interim Records	Records Permitted for Educational Purposes
CAC Title 5 Section 432	A. Legal Name B. Date of Birth C. Verification of Birth Date D. Gender E. Place of Birth F. Name and Address of Parent 1. Pupil's residence if different 2. Annual Verification G. Dates of Enrollment H. Subjects Taken I. Grades and Credits Toward Graduation J. Immunizations/ Exemptions K. Date of High School Graduation or Equivalent L. Health Records	A. Access Log B. Special Education 1. Tests 2. Forms 3. Case Studies 4. Authorizations and Actions C. Language Training Records D. Progress Reports E. Directory Information Prohibitions F. Rejoinders to Records G. Other Parental Authorizations or Prohibitions H. Required Standardized Tests less than three years old	A. Objective Staff Ratings B. Standardized Test Results more than three years old C. Routine Disciplinary Data D. Behavior Observations E. Disciplinary Notices F. Attendance Records not otherwise required
Transfer of Records	Mandatory To California Public Schools To Private Schools To Out-of-State Public Schools	Mandatory To California Public Schools Optional To Private Schools To Out-of-State Public Schools	Optional To California Public Schools To Private Schools To Out-of-State Public Schools

**Table II
Directory Information**

The Claremont Unified School District permits the release of limited directory information to organizations similar to those listed below. If you do not wish this information regarding your child to be released, please notify the Director of Educational Services in writing by **October 1, 2014**.

Organization	Information to be Released
School support organizations specifically endorsed by the Board of Education and participants in District partnerships Military Recruiters Post-secondary educational institutions Claremont Police Department, Detective Bureau	Names, addresses Names, addresses, grade levels, birth dates, telephone numbers of high school students List of all students providing names, addresses, birthdates, telephone numbers, grade levels and schools of enrollment.

**Table III
Press Release**

At various times throughout the year, individual schools will host representatives from newspapers, television stations, radio programs and/or other press-related organizations and provide information about students. If you **DO NOT** wish to have your student participate in these activities or have their picture published, it is imperative that you sign and return the publicity authorization to your student's school of attendance by **October 1, 2014**. Release of information may include honor lists, student activities, athletic activities, music programs, drama programs, etc.