

<https://craftonhills.smartcatalogiq.com/en/2025-2026/catalog/section-iii-what-you-need-to-know/student-laws-and-policies/family-educational-rights-and-privacy-act-ferpa/directory-information>

2025-2026 Catalog

[Home](#) » [2025-2026 Catalog](#) » [What You Need To Know](#) » [Student Laws and Policies](#) » [Family Educational Rights and Privacy Act \(FERPA\)](#) » Directory Information

[2018-2019 Catalog](#)[2019-2020 Catalog](#)[2020-2021 Catalog](#)[2021-2022 Catalog](#)[2022-2023 Catalog](#)[2023-2024 Catalog](#)[2024-2025 Catalog](#)[2025-2026 Catalog](#)

[Print this page](#)

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the San Bernardino Community College District, with certain exceptions, obtain the student's written consent prior to the disclosure of personally identifiable information from his/her education records. Crafton Hills College does not maintain a public directory. However, Crafton Hills College may disclose appropriately designated "directory information" without written consent, unless the student has advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow Crafton Hills College to include this type of information from the student's education records in certain school publications.

Examples include, but are not limited to:

- A playbill showing the student's role in a drama or music production
- Club membership lists
- Deans/Honor roll or other recognition lists
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks or graduation photographers. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories: names, addresses and

telephone listings; unless the student has advised the LEA that they do not want their information disclosed without their prior written consent.

Students that do not want Crafton Hills college to disclose directory information from education records without their prior written consent must notify the Admissions & Records Office in writing by completing the appropriate form available online or in the Admissions & Records Office. Crafton Hills College has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. A student's Social Security Number (SSN), in whole or in part, cannot be used for this purpose.

NOTE: An LEA may, but does not have to, include all the information listed directly above.

Up one level

- [Family Educational Rights and Privacy Act \(FERPA\)](#)