

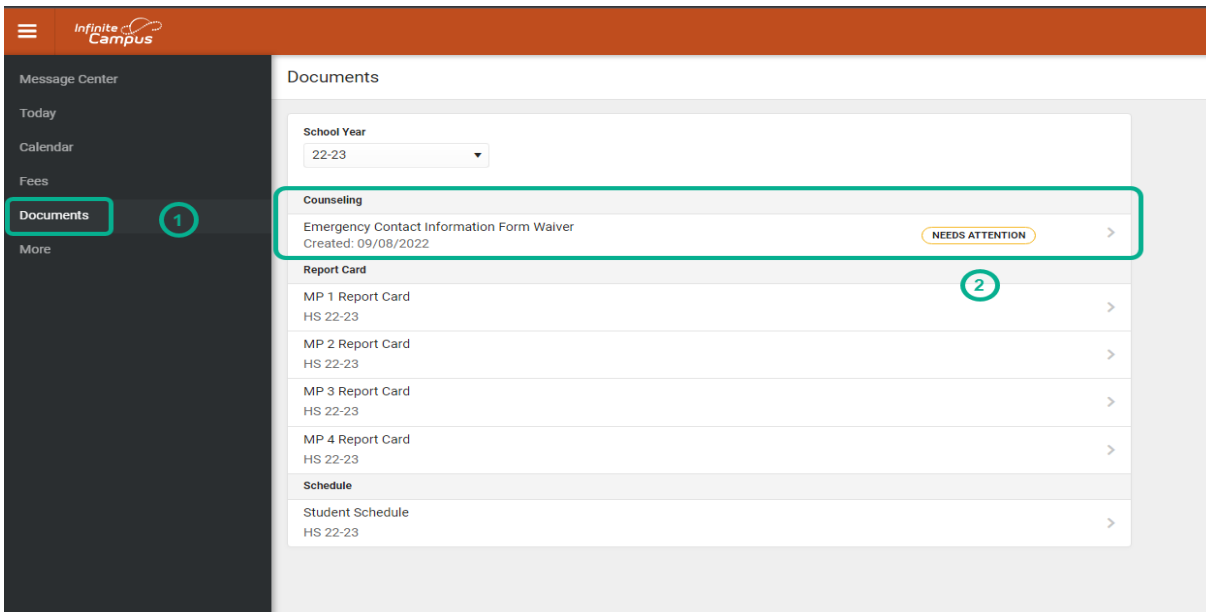
Directory Information Release Form Instructions

In accordance with federal law and [Board of Education policy](#), the District is permitted to share certain student directory information, including student name, address, phone number and grade level, with outside organizations, including the Parent teacher Association (PTA), which publishes Membership Directories each year.

In addition to the directory information, the District may also share parent/guardian email addresses with the PTA and/or Pelham Education Foundation to assist with their member outreach.

Families have the right to opt out of allowing the District to share both the directory information and parent/guardian email addresses. If you wish to opt out, please log in to the parent portal where you will see a notification to access the opt out form. Please check the appropriate boxes by Friday, September 30, 2022. If you consent to the District sharing this information, you do not need to complete this form.

After logging into your parent portal account, you will see the main screen. Click on 'Documents' and you will see an alert for a document that needs your attention. Click on the 'Needs Attention' button.



The screenshot shows the Infinite Campus parent portal interface. On the left is a dark sidebar with navigation options: Message Center, Today, Calendar, Fees, Documents (highlighted with a red box and a red circle with the number 1), and More. The main content area is titled 'Documents' and features a 'School Year' dropdown menu set to '22-23'. Below this, there are sections for 'Counseling' and 'Report Card'. The 'Counseling' section is highlighted with a red box and contains one document: 'Emergency Contact Information Form Waiver' (Created: 09/08/2022), which has a 'NEEDS ATTENTION' button and a right arrow. This document is also highlighted with a red circle containing the number 2. The 'Report Card' section lists four report cards (MP 1, MP 2, MP 3, MP 4) for HS 22-23, each with a right arrow. Below that is a 'Schedule' section with one document: 'Student Schedule' for HS 22-23, also with a right arrow.

You will be presented with the waiver form. Review it and click on the check boxes only if you DO NOT consent for the District to share the indicated information. Click "Next Action" to continue.

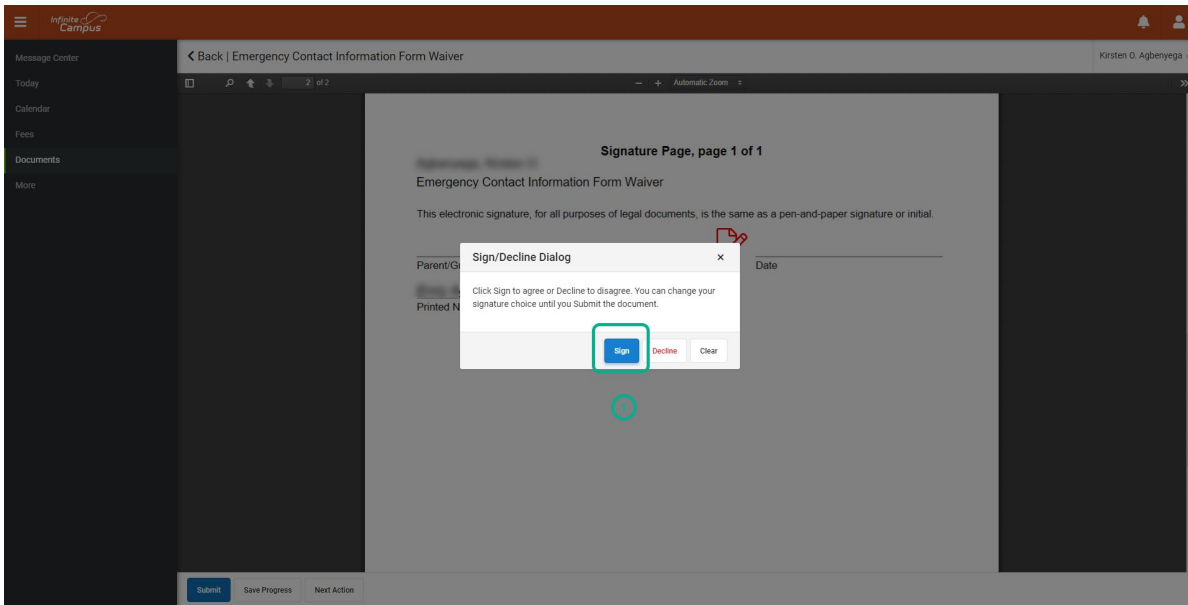
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The screenshot shows the 'Emergency Contact Information Form Waiver' page. At the top, there is a header with the 'Infinite Campus' logo and a user profile icon for 'Tyler Anias'. The page title is '< Back | Emergency Contact Information Form Waiver'. The main content area features the Pelham UFSD logo and the title 'PELHAM UFSD Emergency Contact Information'. Below this, there are two input fields for 'Student First Name' and 'Student Last Name'. A green box highlights a checkbox with the text: 'Check if you DO NOT wish for the District to share your directory information, including student name, address, phone number and grade level, with outside organizations.' Below this is another section: 'Check if you DO NOT wish your parent/guardian email address to be shared with:' followed by two checkboxes: 'Your PTA' and 'Pelham Education Foundation'. A green circle with the number '1' is placed below these checkboxes. At the bottom of the page, there are three buttons: 'Submit', 'Save Progress', and 'Next Action'. A green box highlights the 'Next Action' button, and a green circle with the number '2' is placed below it.

Next, you will need to complete your electronic signature. Follow the instructions to include your signature.

The screenshot shows the 'Signature Page, page 1 of 1' of the 'Emergency Contact Information Form Waiver'. The header includes the 'Infinite Campus' logo and a user profile icon for 'Kirsten O. Agbenyega'. The page title is '< Back | Emergency Contact Information Form Waiver'. The main content area features the title 'Signature Page, page 1 of 1' and the subtitle 'Emergency Contact Information Form Waiver'. Below this, there is a paragraph: 'This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.' Below the paragraph, there are two input fields: 'Parent/Guardian Signature' and 'Printed Name'. A green box highlights a button with a red signature icon and the text 'Click here to sign or decline'. A green circle with the number '1' is placed below this button. At the bottom of the page, there are three buttons: 'Submit', 'Save Progress', and 'Next Action'.

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After you have added your electronic signature, click on 'Submit' to send the notification to the District.

