



# Request to Exclude Student Directory Information

District 112 complies with federal and state laws governing the release of student record information. By law, Directory Information must be made available to organizations or individuals who request it. Data as Directory Information is considered public and could result in solicitation from organizations such as PTO fund raisers, scouts, booster clubs, senior class party organizers, etc. or from commercial entities such as photographers for senior pictures or drivers' training schools, and is used for District purposes in publications for items such as yearbooks, academic, non-academic, or co-curricular activities.

Directory Information includes the student's name, date of birth, gender, dates enrolled in District 112 schools, grade level, schools, special honors and achievements, participation in officially recognized activities and sports, height and weight for members of athletic teams, and photos or videotapes of a student engaged in academic, non-academic, or co-curricular activities. It also includes the name(s), mailing address, email address(es), and primary phone number of the student's parent(s) designated as guardian(s). Directory information does **NOT** include individual grades, testing results, race, religion, or other personal identifying facts.

Parents/Guardians and students of legal age may request that Directory Information be classified as private and therefore withheld from publication. Requests to exclude students from Directory Information must be made in writing to the school principal. "Request to Exclude Student Directory Information" forms are available from each school office. The exclusion will be in effect for the current school year only. A new Request to Exclude Student Directory Information must be completed for each subsequent school year, for each student requesting that their Directory Information be made private.

Should parents choose to classify their child's Directory Information as private, their child's directory information (as identified above) will be excluded from release according to the options selected below.

legal name of Student: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

School Year: \_\_\_\_\_

Home Address: \_\_\_\_\_

- Exclude Parent/Guardian and Student Directory Information from ANY release**  
Release is prohibited to any non-district entities; information will also **NOT APPEAR** in official school or district publications including yearbook, athletic programs, play bills, honor roll, etc.
- Exclude Parent/Guardian and Student Directory Information from release to non-district entities**  
Release is prohibited to outside groups including but not limited to elected officials, PTO, Booster Groups, private businesses, etc. Student Directory Information **WILL APPEAR** in official school or district publications.
- Grades 11 & 12 only: Exclude Directory Information from Military and Post-Secondary requests**  
Checking this box **DOES NOT** exclude Directory Information. You must check one the boxes above if you wish to exclude Directory Information release for ANY or Non-District Entities, as defined above.
- Graduate: Exclude Parent/Guardian and Student Directory Information after graduation**

Parent/Guardian Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For complete details see District Policy #515 - Protection and Privacy of Pupil Records Policy at this [link](#).*

## For District Office Use Only

Date Received: \_\_\_\_\_

Date Recorded to Campus: \_\_\_\_\_

Date Scanned to Record: \_\_\_\_\_