



St. Charles City-County Library Virtual Access Opt-Out (Students)

Parents should complete this form if they do NOT wish to have their child provided online access to the St. Charles City-County Library (SCCCL) via a virtual library card through the partnership with Francis Howell School District (FHSD).

Parents should complete one form for each of their FHSD children they wish to opt-out of the SCCCL virtual access. Please note if an account has already been set up, it may take 1-2 months for the SCCCL account to be deactivated as part of the secure data upload. If parents wish to have an account deactivated sooner, they should contact the SCCCL directly to request immediate account deactivation and submit this form to FHSD.

Student's First Name _____

Student's Last Name _____

Student ID _____

School Attends _____

Grade Level _____

Name of Parent or Guardian Requesting Opt-Out _____

Signature of Parent or Guardian Requesting Opt-Out _____

Date Signed _____

Forms completed by parents or guardians should be submitted to their child's School Library Media Specialist.

Signature of School Library Media Specialist _____

Date Signed _____

Forms completed by the School Library Media Specialist should be sent to the Data Processing Team at the Administration Building.

Signature of Data Processing Staff Completing Opt-Out _____

Date of Opt-Out Completed _____