

## STUDENT RECORDS – RELEASE OF DIRECTORY INFORMATION

### REQUEST TO RESTRICT RELEASE OF INFORMATION

Student directory information may be released publicly without consent upon the condition that the parent/guardian or adult student be notified annually of the school’s intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent.

**Student directory information is defined as:**

Student name	Address, phone number, email	Most recent previous school attended
Photographs and videos	Dates of attendance	Weight and height of members of athletic teams
Diploma and awards received	Date of birth	Program of study
Participation in officially recognized activities and sports		

If you wish to restrict the release of student information, complete this form and return it to your student's school within ten school days of the start of the school year (or two weeks from date of enrollment). If no form is received, no restrictions will be applied. **Requests to restrict release of student information must be renewed each school year.**

<b>Student Directory Information</b>
<p>Schools periodically release student directory information to outside organizations for purposes such as scholarship nominations, public library information, additional learning opportunities, athletic memberships, special organizational membership eligibility, etc.</p> <p><input type="checkbox"/> <b>Do Not Release Student Directory Information</b></p>

<b>Partial Release or Restriction (Check all that apply)</b>
<p>Photos and videos of students and copies of their work may be used in district publications, newsletters, websites, and news releases for television and local news.</p> <p><input type="checkbox"/> <b>Do Not Release Photo or Video of Student and/or Work</b></p>
<p>Under the federal Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), public high schools must give the names, addresses, and telephone numbers of students to military recruiters upon request (ESSA, Title IV, 8528). This information is to be used specifically for armed forces recruiting purposes. Parents and students over the age of 18, have the right to instruct the school in writing that this information is not to be released.</p> <p><input type="checkbox"/> <b>Do Not Release Information to Military Recruiters</b></p>
<p>Student information may be shared with institutions of higher learning, i.e. vocational schools, skill centers, colleges, universities. Information shared with higher education may also include GPA and parent/guardian email.</p> <p><input type="checkbox"/> <b>Do Not Release Information to Higher Education</b></p>
<p>Pictures taken during the school year will be published in the yearbook.</p> <p><input type="checkbox"/> <b>Do Not Release Photo for Yearbook</b></p>

Student Name:	School Attending:
Address:	City, State, Zip:
Print Requestor’s Full Name:	Requestor’s Relationship to Student:
Requestor’s Signature:	Date:

*Note: Students who are 18 years of age may sign their own request form.*

**Revised: 1/17/23**