



Denial of Release of Directory Information

Directory information is public information and can be released without consent. Saint Paul Public Schools has designated the following information as directory information: Name, birth date, grade, school, dates of enrollments, awards (including graduation/diploma, if attained), extra-curricular information.

The purpose of directory information is to allow Saint Paul Public Schools to include information from your child's education record in district and school publications such as yearbooks, honor roll and other recognition lists, theater playbills, graduation programs, sports programs, etc.

In addition to the directory information listed above, the following is designated as directory information only for the persons indicated:

	Address	Home Telephone	Student ID Number	Student MARSS (State) ID Number	Student Gender	Student Email Address	Parent/Guardian Name	Class Schedule
Military Recruiters (for secondary students only)	X	X				X		
Minnesota Public Libraries	X	X	X			X		
School Resource Officers	X	X					X	X
Metro Transit			X					
Minnesota Office of Higher Education (OHE)				X	X			

Forms must be returned by September 30th or 30 days after posting of the Student Records and Your Rights on spps.org, whichever is later. For more information, please contact Student Records at 651-632-3764.

Check the directory information below that you do not want released:

- | | | |
|---|---|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Awards, including graduation/ diploma, if attained | <input type="checkbox"/> Information to School Resource Officers |
| <input type="checkbox"/> Birth Date | <input type="checkbox"/> Extra-curricular Information | <input type="checkbox"/> Information to Metro Transit |
| <input type="checkbox"/> Grade | <input type="checkbox"/> Information to Military Recruiters | <input type="checkbox"/> Information to Minnesota Office of Higher Education |
| <input type="checkbox"/> School | <input type="checkbox"/> Information to Minnesota Public Libraries | |
| <input type="checkbox"/> Dates of Enrollments | | |

I understand that signing this form may mean that my child's information will not be included in the school yearbook, honor roll announcements, announcements and programs during school events (such as theater and fine arts programs, athletic contests, graduation programs), news releases regarding sports achievements, school newspapers, public presentations, publication on school-approved Internet pages, or other participation and performance related school activities.

I also understand that this denial of release of directory information shall remain in effect until it has been modified, rescinded in writing, or there has been a withdrawal of enrollment.

Student's Name: _____	Date: _____
School: _____	Grade: _____
Parent Name (print): _____	Student #: _____

Parent Signature (or Student if of legal age)

Date

**Please return form to Student Records at the Student Placement Center
2102 University Avenue West
Saint Paul, MN 55114**