



# School District 197

## Student Information Release Opt-Out Form

There are circumstances under which school districts are required to release student data without parent/guardian consent. Here are three categories of information that may be shared unless a parent/guardian opts out:

**DIRECTORY INFORMATION:** Directory information includes student's name, date of birth, major field of study, participation in officially recognized teams, weight and height as a member of athletic teams, dates of enrollment, dates of graduation or withdrawal, grade levels completed, degrees and awards, pictures of students for school-approved communications.

**MILITARY RECRUITER ACCESS TO STUDENT DATA:** Minnesota law states that a secondary institution shall release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11-12. Parents/guardians and eligible students (18 years or older) have the right to request their student's data not be released to the military.

**USE OF PHOTOS AND STUDENT WORK:** District officials may visit your child's school to cover special events, and School District 197 may wish to use your child's photographs, voices, or student work for promotional and educational reasons. This includes school yearbooks, district/school newsletters, social media, etc.

**OPTING OUT OF RELEASING STUDENT INFORMATION:** If you would like to opt out regarding the use of your student's public data for school district and/or media purposes, directory information, or military recruiter access, please complete the form below and do one of the following by October 1, 2024:

- **MAIL TO:** District Office, Attn: Communications Department, 1897 Delaware Ave., Mendota Heights, MN 55118
- **DROP OFF:** Bring form to the District Office or give it to the main office at the student's school by October 1, 2024
- **SCAN AND EMAIL:** Scan and email it to [district.communications@isd197.org](mailto:district.communications@isd197.org)

Please complete one form for each student. The request will remain in effect for the 24-25 school year or unless modified or rescinded at student's school. If you have any questions, call 651-403-7008 or email [district.communications@isd197.org](mailto:district.communications@isd197.org).

### 2024-2025 Non-Release of Student Information

By signing this form, I am requesting that:

- School District 197 not release directory information for ANY use for the following student (including the school yearbook) except school officials or as provided under federal law.
- School District 197 not release student's data to the military.
- School District 197 not use student's photos or work in district publications.
- Opt Out Yearbook Exemption: School District 197 not release directory information for the following student except school officials or as provided under federal law but the student may appear in the yearbook.

Student's First and Last Name: \_\_\_\_\_

Student's School (2024-2025 school year): \_\_\_\_\_ Grade (2024-2025): \_\_\_\_\_

Parent/Guardian or Student of Legal Age Name: \_\_\_\_\_

Parent/Guardian or Student of Legal Age Signature: \_\_\_\_\_

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