QUINCY SCHOOL DISTRICT #144
DO NOT Release Directory Information Request

School Year:

The Quincy School District frequently releases student names, photos and student work as a means to highlight the talents of our students and the programs offered throughout the District. Most often, the District shares this information through school or District newspapers and recognitions; the graduation program; online media such as school or district-based websites, Facebook or Twitter; sports programs; PTA publications, etc. **If you *DO NOT* want photos or student directory information released about your student please complete and return this form to the student's school office within ten (10) school days of this form being provided to you.**

Directory Information: Directory information can be made public without the consent of parents/guardians or the student, according to the Federal Family Educational Rights and Privacy Act (FERPA). Directory information is defined as the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, and the most recent previous school attended. Quincy School District will release directory information upon request to Law Enforcement and Child Protective Services without the consent of parents when the law requires it.

Directory information is primarily used in school (local) publications. Examples include:

- Annual yearbook; school or district newsletter; a playbill showing your student's role in a drama production
- Graduation programs; honor roll or other recognition lists
- Sports activity sheets such as wrestling, showing weight and height of team members

*****If you fail to return this completed form to the student's school office within ten (10) school days, then directory information will be released. *****

*****Check only when you DO NOT want directory information released*****

HIGH SCHOOL ONLY		ALL STUDENTS		
☐ Military	☐Higher Education	☐Community	☐District	☐School
Military	Higher Education (College, Tech)	Broad Public Audience Beyond School Families	Internal Use Only	School Families are the Primary Audience, but Accessible by General Public
Examples include but are not limited to… • Army • Air Force • Navy • Marines • Coast Guard	Examples include but are not limited to… • Colleges • Universities • Technical Schools • Trade Schools	Examples include but are not limited to… • Newspapers & Other Media • Publications to General Public • Other Agencies' Websites or Publications • Child's Former Teachers	Examples include but are not limited to… • Signs/Posters in District Buildings • Videos used in School/District	Examples include but are not limited to… • Yearbooks • Rosters • Programs/Sport Activity Sheets • Newsletters • District Websites, including social media sites (twitter, Facebook, etc.) • Student Handbooks • For Release to District/School Selected Vendors, Event Planners, Photographers, Trip Organizers, Alumni Association, etc.

Student Name:	**Grade:**
School:	
_____ **Signature of Parent/Guardian of Student** (students who are 18 must sign request)	**Date:**

Must be completed annually

**** UPON COMPLETION OF THIS FORM, PLEASE RETURN IT TO YOUR STUDENT'S SCHOOL OFFICE ****

FOR OFFICE USE ONLY

Information entered in student system ◆ Date entered _____ ♦ Signature _____