

**Students**

**Exhibit - Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information**

*For ease of administration, this letter combines the parent/guardian notices required by 10 U.S.C. §503(c), 20 U.S.C §7908, and 105 ILCS 5/10-20.5a, amended by P.A. 104-15.*

*On District letterhead*

Date

Re: Military Recruiters and Postsecondary Institutions Receiving Student Directory Information

Dear Parents/Guardians:

Periodically, military recruiters and postsecondary educational institutions, including in conjunction with the Ill. Student Assistance Commission (ISAC), are granted access to some or all of the following information: the names, telephone numbers, addresses, birth dates, and electronic mail (email) addresses of our secondary students. This information is used for recruiting purposes and/or to inform students of educational and career opportunities. The school must provide this information unless the parent/guardian, or the student if he/she has attained the age of 18, submits a written request that the student’s records not be released without their prior written consent.

**Important:** If you do not want military recruiters, institutions of higher learning, or ISAC to be given your secondary school student’s name, telephone number, address, birth date, and/or email address, without your prior written consent, please complete the form below and return it to the Building Principal.

Sincerely,

Superintendent

*To be completed and submitted to the Building Principal.*

**For parents/guardians:**

**Do not** release my child’s name, telephone number, address, birth date, and/or email address to military recruiters, institutions of higher learning, or ISAC without first obtaining my prior written consent.

\_\_\_\_\_  
Parent/Guardian Name *(please print)*

\_\_\_\_\_  
Parent/Guardian Signature *(if student is under age 18)*

\_\_\_\_\_  
Date

**For students age 18 or older:**

**Do not** release my name, telephone number, address, birth date, and/or email address to military recruiters, institutions of higher learning, or ISAC without first obtaining my prior written consent.

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Student Name (*please print*)

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Student ID Number

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Student Signature (*if student is age 18 or older*)

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Date

DATE: January 2017  
REVIEWED: October 28, 2021; June 25, 2026  
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