July 1, 2018

Dear Parent/Guardian:

The Student Directory Information is a list of the names and addresses of all middle and high school students enrolled in our District. We are required by law (No Child Left Behind Act of 2001) to provide Student Directory Information to recruiters (military/college/university), upon request.

However, parents/guardians/students have the right to deny release of information. If you would like to exercise this right (or confirm/modify any previous requests), please fill out the form below and return it to the school office no later than September 7, 2018. Schools will then send to Student Records. If you have any questions, please call 457-3362.

The automatic entry for ALL students is “Yes, release directory information.” Unless you submit this form (or have received confirmation of a previous request), your student’s name and address will be released when requested. Since confirmations are sent through the mail, you will only receive confirmation if the District’s computer file has your current mailing address. Notify your school office if you have a new mailing address.

If you would like to limit student information from Military, and/or College/University recruiters, please check off appropriate box(s) below and return to your school site by September 7, 2018.

It is not necessary to return this form if you do not wish to limit Student Directory Information to either entity.

Sincerely,
Brian Wall, Assistant Superintendent, High School Education
Department of Prevention and Intervention

Student: ___________ ID#: ___________ Date of Birth ___________  
See Label Month/Date/Year

Please check appropriate boxes:

Military:  Colleges & Universities

☐ No, it is not okay to release directory information to Military Recruiters  ☐ No, it is not okay to release directory information to College/University Recruiters

Signature ___________________________  Print name of person signing ___________________________  Date ___________________________

Circle relationship:  
Parent  Guardian  Self  School student is attending ___________________________

This Release of Student Directory Information will not be processed if any of the following occurs:
• Signature and/or date of signature is blank or if no boxes are checked,
• Student is unidentifiable