

Dear Parents/Guardian and Student:

The purpose of this letter is to inform you of your rights regarding release of student directory information defined in this district as:

Student's name, address, telephone number and electronic mail address

Federal Law (No Child Left Behind, section 9528) requires schools to disclose, upon request, names, addresses, and telephone numbers of high school students to institutions of higher learning, prospective employers and military recruiters.

As a parent/guardian or as a student (including under 18 years of age), you have the right to request that student directory information not be released. If you agree to allow directory information released, you do not need to take any action. **If you do NOT want the school to release such information, please sign the statement below and return it to the office at your student's school.** This request applies to the current school year.

If you have any questions, please contact your school office.

Sincerely,

Pamela Mari

Director, Student Services

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Please do not release directory information to the following entities:

f↑ **Military Recruiter** *f*↑ **Institutions of Higher Learning**

f↑ **Parent Groups** *f*↑ **Prospective Employers**

(e.g. PTA, Site Council, etc.)

f↑ **News Media**

f↑ **Non-Profit Organizations**

Student Name (please print) _____

Grade _____ **School** _____

Parent/Guardian or Student (please print): _____

Parent/Guardian or Student (18 years old or older):

Date _____

Please return to the office at your student's school