

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Carlisle Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the office of the principal of all of our schools, in the administrative office or on the District's website, www.carlislecsd.org.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student's name, address and telephone number; date and place of birth; email address, grade level, dates of attendance, major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; photograph and degrees, honors, and awards received.

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 15, 2018. If you desire to make such a refusal, please complete and return the bottom portion of this sheet to the student's school building office.

This form needs to be completed for each student and is in effect for only one school year. This form will need to be completed every year when denying the release of information.

This is an opt out form. If you have no objections to the use of student information, you do not need to take any action.

I request that student information for _____ (student's name) in _____ grade not be released for the **2019 – 2020** school year for the following (examples but not all inclusive):

ELEMENTARY, Grades PS – 5

_____ Class composite picture _____ Class student directory
_____ Publications (such as yearbooks, newspaper, district website)

MIDDLE SCHOOL, Grades 6 – 8

_____ Publications (such as yearbooks, newspaper, district website)
_____ Playbill for drama productions _____ Honor roll or other recognition lists
_____ Sports/Extra-curricular activity sheets

HIGH SCHOOL, Grades 9 – 12

_____ Publications (such as yearbooks, newspaper, district website)
_____ Playbill for drama productions _____ Honor roll or other recognition lists
_____ Sports/Extra-curricular activity sheets _____ Graduation programs
_____ Military recruiters _____ College recruiters _____ Athletic recruiters

_____ (Parent's signature) _____ Date

_____ (Student's signature) _____ Date

(If student is 18 years old.)

This form must be returned to your child's school no later than September 15, 2019.