

**APPENDIX C**  
**DENIAL OF RELEASE OF DIRECTORY INFORMATION**

**Parents/Guardians: Your child's photo will not be in the yearbook or in class pictures if you sign this document.**

*I understand that by signing this Denial of Release of Directory Information, the affected student's name will not appear on some lists such as honor rolls. Further, I understand that I am denying release of all the directory information listed below.*

Pursuant the Notice of Designation of Directory Information, directory information **MAY NOT** be released without my expressed written consent:

Directory Information:

- Student's name
- Student's address
- Student's telephone listing
- Student's photograph
- Student's date of birth
- Student's major field of study
- Student's dates of school attendance
- Student's grade level completed (i.e., first grade, tenth grade, etc.)
- Student's enrollment status (full-time or part-time)
- Student's participation in officially recognized activities/sports
- Student's height and weight, if a member of an athletic team
- Middle and High School Student Athletic Physical Examination Expiration Date
- Student's degrees, honors and awards received
- Student's most recent educational agency or institution attended
- Student's photographs, videotapes and other visual presentations for school-approved publications, electronic newsletters, yearbooks, newspapers, public presentations and web pages, including district, school and department social media sites.
- Student's parent(s) name, address and telephone number

**Submitting this Denial of Release of Directory Information does not affect the release of directory information to Military Recruiters. In order to make all directory information about a student private to the public in general, including military recruiting officers, the parent/guardian or eligible student must complete the form below and also complete and submit a Denial of Release of Information to Military Recruiters (Appendix D).**

The designation of directory information about a student as private will remain in effect for the current school year only. Return completed and signed copy to the Building Principal or the Superintendent of Schools by \_\_\_\_\_.

Signed \_\_\_\_\_  
(Parent/Guardian/Eligible Student)

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Student Affected \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

School Currently Attending: \_\_\_\_\_  
5/12; Updated 06/2018