

## **APPENDIX D NOTICE TO PARENTS/GUARDIANS AND STUDENTS REGARDING THE RELEASE OF INFORMATION TO MILITARY RECRUITERS**

Federal and State laws require all school districts, including Northfield Public Schools, to provide military recruiters, upon request, with the name, address, electronic email address, and telephone number of all 11th and 12th grade students unless the parent or eligible student (students over 18 years old and not a dependent) requests that the information not be provided without written permission.

According to State law, military recruiters may only use the information for the purpose of providing notification to students about military service, State and Federal veteran's education benefits, and other career and educational opportunities provided by the military. Additionally, military recruiters are prohibited from sharing the information except to recruiting services personnel of the armed forces.

**It is important to understand that if you do nothing, Northfield Public Schools will release your student's name, address and telephone number to a military recruiter who requests the information.**

If you do not want the Northfield Public Schools to release your student's name, address, electronic email address, and telephone number to a military recruiter, you must complete the bottom portion of this form and Appendix C, Denial of Release of Directory Information, and return it to the Northfield Public Schools District Office, Attention: Student Information Specialist, 201 Orchard Street South, Northfield, MN 55057. **Please note that if you previously submitted a Denial of Release of Directory Information, it alone will not be sufficient.** The law requires that a specific denial of access to military recruiters be made. As a result of completing the bottom portion of this form and Appendix C, the Northfield Public Schools will not release your student's name, address, electronic email address, and telephone number to a military recruiter who makes a request.

*Submitting this Denial of Release of Information to Military Recruiters does not affect the release of directory information to the public, including military recruiting officers. 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 Directory Information (Appendix C).*

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### **DENIAL OF RELEASE OF INFORMATION TO MILITARY RECRUITERS**

Pursuant to the Notice Regarding the Release of Information to Military Recruiters the District **MAY NOT** release the following information in response to a request from military recruiters without my expressed written consent: **student's name, student's address, electronic email address, and home telephone number.** The denial of release of information to military recruiters 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 \_\_\_\_\_ Address \_\_\_\_\_  
(Parent/Guardian/Eligible Student Signature)

Circle One: Parent - Guardian - Eligible Student

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

Student's Grade Level \_\_\_\_\_

School Currently Attending \_\_\_\_\_ Date \_\_\_\_\_

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