

OPTIONAL FORM

To: All Parents of Eligible Students
From: The Forest Hills School District
Subject: Student Records - Directory Information
Date: August 2022

The attached information has been prepared for parents and eligible students regarding the use of student records in the district. A school district policy is followed in regard to student records and is available for inspection at the respective buildings.

Disclosure of Directory Information

The school district will periodically release directory information as a regular procedure in school district operation as set forth in the student record policy.

Directory information may be disclosed for purposes beneficial to the student or the school district only with the approval of the district superintendent or his designee.

The parent or eligible student has the right to refuse the disclosure of any or all types of directory information by giving the school written notice within five (5) school days of publication of this notice. Parents will be given public notice relative to this right at the beginning of the school year.

Directory information includes the following information relating to a student: the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of athletic teams, dates of attendance, awards received, and other similar general information.

* If you as a parent/guardian refuse to permit such directory information to be released regarding your child, please return the bottom section of this notice to the building principal within the first five (5) days of the school term so that your request in writing may be honored.

Directory Information Form

I **do not** permit **directory information** to be released in reference to my child:

Name _____ Grade _____

Signature _____

School Year - **2022-2023** Date _____

Return this form to the building principal within five (5) days of the new school year. Thank you.

* **PLEASE NOTE:** Refusal to release directory information also prohibits the school district from releasing your child’s name on routine lists such as honor roll, student of the month, club lists, awards, etc.

