

# REQUEST TO DENY PUBLIC ACCESS TO PRIVATE INFORMATION

You may restrict the release of student data, if you so desire, by completing this form.

A. STUDENT DATA/DIRECTORY INFORMATION: The following student data is considered directory information:

- Name
- Date and place of birth
- Participation in officially recognized activities and sports Height and weight of members of athletic teams
- Degrees and awards received
- Dates of attendance

PUBLICATIONS: If you wish to restrict the release of student data, student information will NOT be released for any of the following (not limited to these examples):

- Requests from post-secondary institutions including scholarship mailings
- Mailing list requests from PTSAs
- Sporting programs/newsletters
- School newsletters and related publications, including, but not limited to:
  - √ Honor and merit rolls lists
  - √ School newspaper articles
  - √ Special awards
  - √ Yearbook (inclusion in)
  - √ Graduate list
  - √ Web page publishing

B. ARMED SERVICES- GRADES 11 and 12 ONLY: The Minnesota Legislature has amended the Data Practices Act, M.S. 13.32, Subd. Sa, stating that schools must now release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12, **UNLESS** the parent/guardian or 18-year old student has checked "2" in the OPTIONS section below, signed, dated, and returned this form.

C. OPTIONS:

1. Allow ALL student data to be published/distributed as defined in "A." (DO NOT RETURN FORM)

Options 2 OR 3 - place a check in the applicable box(es) before returning this form.

2. Deny student data as defined in "B" above from distribution to the armed services.
3. Deny student data as defined in "A" from publication or distribution.

If you do not wish to have any directory information published or distributed, you MUST complete and sign section "D" below. Doing so will EXCLUDE student data from being published. If you have any questions, please contact the school principal. You are encouraged to review the district regulation on reverse side of this form.

D. SIGNATURES: If you opt to deny student data from publication, this form MUST be signed by the parent/guardian or adult student (18 years of age or over).

Student's Name - Please Print

Grade

School Attending

PARENT/LEGAL GUARDIAN OF MINOR STUDENT

Date

STUDENT'S SIGNATURE (If 18 years of age or over)

Date

**NOTE: This request remains in effect for the CURRENT school year only.**

Please return completed form to the school office.

REGULATION 5060.3R

Form 5060.3D (Rev. 8/02/01)

School District Regulation on Reverse Side

## **Directory Information**

The School District shall release Directory Information as public information upon request and payment of a fee to cover the costs of publication. All requests for such Directory Information will be directed to the Data Processing Department, CAB, for processing. Under federal law and regulation, Directory Information includes:

1. Name
2. Date and place of birth
3. Participation in officially recognized activities and sports
4. Height and weight of members of athletic teams
5. Dates of attendance
6. Degrees and awards received

The School District will, prior to the start of every school year, give notice to the parent or guardian of every student that:

1. The above items will be designated as directory information,
2. The parent or the adult student has the right to refuse to permit the school district to designate some or all of the categories as directory information with respect to that particular student, and
3. The parent, guardian, or adult student has 14 calendar days from the opening day of the school year to notify, using the form provided, the principal of the school the student is attending that this information is NOT to be so designated as to that student.

Information that the School District does not designate as directory information or that the parent, guardian or adult student objects to the designation in the manner provided above, remains as private information and may be released only as described in this regulation.