

ISD 194 LAKEVILLE AREA PUBLIC SCHOOLS

REQUEST BY PARENT TO NOT DISCLOSE DIRECTORY INFORMATION FOR SCHOOL PUBLICATIONS AND OTHER REQUESTS

By signing this form, you are requesting that directory information on your child NOT be released. Items checked below will NOT be included in **school publications and/or sent to outside organizations** that request such information. Please complete one form per child.

Select each area of Directory Information relating to your student which you do NOT want released:

<p>Students in grades K-11:</p> <ul style="list-style-type: none"> <input type="checkbox"/> student name <input type="checkbox"/> grade in school <input type="checkbox"/> dates of enrollment <input type="checkbox"/> participation in officially recognized activities <input type="checkbox"/> weight and height of members of athletic teams <input type="checkbox"/> degrees and awards received <input type="checkbox"/> student photo <input type="checkbox"/> video recording for school approved print and web-based publications 	<p>Students in grade 12:</p> <ul style="list-style-type: none"> <input type="checkbox"/> student name <input type="checkbox"/> address <input type="checkbox"/> date of birth <input type="checkbox"/> sex <input type="checkbox"/> grade in school <input type="checkbox"/> major field of study <input type="checkbox"/> participation in officially recognized activities <input type="checkbox"/> weight and height of members of athletic teams <input type="checkbox"/> degrees and awards received <input type="checkbox"/> student photo <input type="checkbox"/> video recording for school approved print and web-based publications
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Student Name: _____

Parent's/Guardian's Name: _____

Home Address: _____

School: _____

Grade Level: _____

Parent Signature: _____ Date: _____

This request is for one year only and must be submitted annually if desired.

Submit by September 15 to: ISD 194
 Director of Administrative Services
 8670 210th Street West
 Lakeville, MN 55044

Directory information is by law, considered public information. Directory information, generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request for juniors and seniors, with three directory information categories – names, address and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

You **must also** fill out **FORM B: Do Not Release Directory Information to Military Recruiters**, if you are requesting that directory information on your 11th and 12th grade child NOT be released to Military Recruiters.

The Lakeville Area School District Policy 515, relating to this matter, may be obtained on the district website at: <http://www.isd194.k12.mn.us>