

June 2016

Dear Parent:

The School District of Beloit has the opportunity many times throughout the year to recognize our students and their involvement in education. Names and photographs of students can be used in honor roll and other recognition articles to the local newspaper, annual yearbooks, graduation programs, sports news, etc.

The United States Department of Education had passed a law which requires that the District, with certain exceptions, obtain parents' guardians' written consent before releasing information about your child. The law states that we may disclose appropriately designated "directory information" without consent, unless you have specifically told us to withhold the information. The items are listed below. You may check which items you prefer to keep confidential. **You only need to fill out the form if you have one or more items you would not like released about your child.**

Please select the information below that you would **NOT** like released about your child (**exclusions include yearbooks, recognitions, and other school/local publications as noted**):

Please return to your child's school before September 15, 2016.

By selecting the information below, you indicate that you would **NOT** like that information released about your child (**unless otherwise noted below**):

Please do not release:

- ☐ Name
- ☐ Address
- ☐ Telephone listing
- ☐ Date and place of birth
- ☐ Major field of study
- ☐ Participation in officially recognized activities and sports
- ☐ Weight and height of members of athletic teams
- ☐ Dates of attendance
- ☐ **Photographs Release to the Media/Public** (i.e.: newspaper, website, TV coverage)
- ☐ **Photographs – School Use** (*means picture will **not** be used in: YEARBOOK, School Events*)
- ☐ Degrees and awards received
- ☐ Name of the school most recently previously attended by the pupil
- ☐ **Military Recruiters** (*Checking this box means no information will be released to the military organizations requesting address/phone information throughout the year.*)

Exceptions to disclosure:

- *Officials/Employees of the school district (including teachers who have legitimate educational interests);*
- *Officials of another school district in which the student wishes to enroll may receive records without consent.*
 - *(Whether we have parental consent to forward or not, we must forward the records by 5 working days.);*
- *The school can disclose information in connection with financial aid;*
- *Educational records can be disclosed through requests by judicial order or subpoena;*
- *Healthcare providers or emergency medical personnel if necessary to protect the health/safety of the student or others;*
- *Directory Information if school has complied with FERPA rules of notification/written policy.*

Student's Name: _____

School your child is attending: _____ Grade _____

Address: _____

Parent's Name: _____ Date: _____