



# DOUGLAS COUNTY SCHOOL DISTRICT Release of Student Directory Information

**DEAR PARENT/GUARDIAN:**

**ONLY COMPLETE THIS FORM IF YOU DO NOT WANT YOUR STUDENT'S DIRECTORY INFORMATION RELEASED.**

The Douglas County School District makes student directory information available in accordance with State and Federal law.

The term "directory information" means one or more of the following items:

1. student's name
2. address (military & institutions of higher education)
3. telephone listing (military & institutions of higher education)
4. major field of study
5. participation in officially recognized activities and sports
6. weight and height of members of athletic teams
7. degrees and awards received
8. photograph (this includes: yearbooks, class composite pictures, and any pictures in the newspaper)

This information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to, colleges and universities, scholarship providers, trade/technical schools, and potential employers.

Federal No Child Left Behind legislation provides that all branches of the military and institutions of higher education have access to directory information upon request.

Parents have the right to have directory information withheld. If you prefer to deny release of your student's directory information, please complete the form below and return it to your student's school.

**This waiver must be submitted annually.**

**Please complete only if you DO NOT want directory information released.**

- Requests for waiver must be submitted no later than **September 30th of the current school year.**
- Students enrolling after September 7th must submit a waiver request within 30 days of enrollment.

## RELEASE OF STUDENT INFORMATION REQUEST FOR WAIVER

I request that directory information for my student **NOT** be released to the following agencies or organizations:

Withhold Information From Military Only  
(applies to high school students only)

Withhold All Directory Information (this would include: yearbooks, all sports programs, institutions of higher education, etc.)

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

School of Attendance \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature  
(May be signed by student if 18 years of age.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Office Staff Signature

\_\_\_\_\_  
Date Received