



# Do NOT Release Directory Information Request

Monroe Public Schools is proud of our students, staff and many successful programs. From time to time, students may be photographed or interviewed for publications, online district/school webpages and social media or by local media. If you do not wish your child to take part in these opportunities, please return the form below to your child's school principal.

Federal law allows each student's "directory" information to be released without specific consent from parents. Directory information includes the student's name, photograph, address, telephone number, email address, date and place of birth, dates of attendance; participation in officially recognized sports and activities, weight and height of members of athletic teams, diplomas and awards received, and the most recent previous school attended. Monroe Public Schools will release directory information upon request to law enforcement and Child Protective Services without the consent of parents. Monroe Public Schools does not release directory information for commercial use. A copy of your completed form will be kept at your child's school and the original forwarded to the Administration Office.

Note: Unless families opt out of the release of information by completing the form below, official United States government military recruiters may request student names, addresses and telephone numbers, in accordance with federal law. Typically requests are for students in grades 11-12.

Students participating in the state Address Confidentiality Program may wish to submit this form to maintain confidentiality of directory information.

*Do Not Release Directory Information* requests must be completed annually. If no form is on file, permission for the release of directory information and/or photos is granted. The *Do Not Release Directory Information* form covers all requests for directory information unless the law permits release; see Board Policy 5600 for additional information.



## Do Not Release Directory Information Request Form

- Please do NOT release directory information to military recruiters  
(information will not be released to military recruiters)
- Please do NOT release any directory information in any situation  
(name will not appear in the honor roll/graduation information sent to local newspapers)
- Please do NOT allow photos to be taken  
(photo of your child will not appear in yearbooks, school newsletters, in local media, etc.)

Student(s) Name \_\_\_\_\_

School \_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian of Student(s)  
(Students who are 18 years of age may sign request)

Date

**RETURN THIS FORM TO YOUR CHILD'S SCHOOL ASAP**