

# RELEASE OF STUDENT DIRECTORY INFORMATION

## Part I. About this form

- a.) A parent or legal guardian must complete this form for each student enrolled in the Eudora School District.
- b.) This form is completed only **once per student (not once per year)**.
- c.) The form will be kept on file as long as the student remains consecutively enrolled in the district.
- d.) If you wish to make any change in your child's status of information disclosure in the future, you must notify your child's school in writing within 10 days of the beginning of that school year.

## Part II. Directory information

Federal law requires that "directory information" on students be released by the district to anyone who requests it, unless a parent or legal guardian objects in writing. The Eudora School District has identified the following items as directory information:

- Student's name
- Address and telephone listing
- The most recent educational agency or institution attended
- Date and place of birth
- Dates of attendance

## Part III. School activity information

Regardless of a student's status for the release of directory information (Part II), the Eudora School District reserves the right to publish or release a student's name and/or other identifying information for use in the following official school and/or district business:

- School-sanctioned performances or competitive events (examples: athletic roster, program for a play or concert, academic competitions)
- School newspaper, newsletter or yearbook
- Degrees, honors and awards received from the school or district (examples: honor roll, attendance awards, Student of the Week, graduation, scholarships)
- Photograph (individual or group)
- Major or special field of study
- Grade level

## Part IV. Parental consent

Check ONE box below and sign to identify your child's status in the release of directory information.

- I agree that the Eudora School District may release both directory and school activity information (Parts II and III, above) for the child identified below, to anyone who requests it.
- I request non-disclosure of directory information (Part II, above) for the child identified below. I understand that the Eudora School District reserves the right to release school activity information (Part III, above) to anyone who requests it.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Child's full name \_\_\_\_\_ Child's date of birth \_\_\_\_\_  
(Please print) First name Last name MM/DD/YYYY

*Note: Families wishing to request non-disclosure of any identifiable information in both district uses and to outside organizations (both Parts II and III, above) should check the second box, directory non-disclosure, and then contact the principal of the child's school to formalize the non-disclosure of school activity information.*