

School Year:



LAKWOOD
SCHOOL DISTRICT

DO NOT Release Directory Information Request

Only complete and return this form if you DO NOT want photos (including class picture, yearbook and newsletter) or student directory information released about your student for specific purposes.

Directory Information:

Directory information can be made public without the consent of parents/guardians, according to the Federal Family Educational Rights and Privacy Act (FERPA). Directory information is defined as the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended. Lakewood School District will release directory information upon request to Law Enforcement and Child Protective Services without the consent of parents. Lakewood School District does not release directory information for commercial use. See Board Policy 3231 for additional information.

Directory information is primarily used in school (local) publications. Examples include:

- ... Annual yearbook; school or district newsletter; a playbill, showing your student's role in a drama production;
- ... Graduation programs; honor roll or other recognition lists; and
- ... Sports activity sheets, such as wrestling, showing weight and height of team members.

If no documentation is on file, it will be assumed that permission for release of directory information has been granted. Check only when you DO NOT want directory information released.

HIGHSCHOOL ONLY		ALL STUDENTS		
<input type="radio"/> MILITARY	<input type="radio"/> HIGHER EDUCATION	<input type="radio"/> PUBLIC	<input type="radio"/> DISTRICT	<input type="radio"/> LOCAL
Military	Higher Education (College, Tech)	Broad Public Audience Beyond School Families	Internal Use Only	School Families are the Primary Audience, but Accessible by General Public
Examples include but are not limited to: ... Army ... Air Force ... Navy ... Coast Guard	Examples include but are not limited to: ... Colleges ... Technical Schools ... Trade Schools	Examples include but are not limited to: ... Newspapers & Other Media ... Publications to General Public ... Other Agencies' Websites or Publication ... Child's Former Teachers	Examples include but are not limited to: ... Signs/Posters in District Buildings ... Videos used in School/District	Examples include but are not limited to: ... Yearbooks ... Rosters ... Programs/Sport Activity Sheets ... Newsletters to School Families ... District Website ... Family Handbooks ... For Release to District/School Selected Vendors and Event Planners Like Photographers. Trip Organizers, Alumni Assoc., etc.

Student Name

School

Grade

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

Date

UPON COMPLETION OF THIS FORM, PLEASE RETURN IT TO YOUR CHILD'S SCHOOL OFFICE

FOR OFFICE USE ONLY

Completed form sent to District Office

Information entered in WESPaC