

**STUDENT RECORDS EXHIBIT**

**DIRECTORY INFORMATION SAMPLE FORM**

Dear Parent or Eligible Student:

The school district has designated certain categories of student information as “directory information.” Directory information includes a student’s name, school, and grade level.

If you object to the release of any or all of the directory information listed above, you must do so in writing within 10 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the Building Principal.

Please do not release directory information without my prior consent.

\_\_\_\_\_  
(Parent/Guardian or Eligible Student Signature)

\_\_\_\_\_  
(Date)

Adoption date: October 1994

Revised: March 28, 2006; June 23, 2009; July 25, 2011