



## Directory Information Notification Form

**Complete and send to:**

School \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

I am the parent/legal guardian of \_\_\_\_\_, whose date of birth is \_\_\_\_\_.

I am requesting that you not release Directory Information about my child to anyone making such an inquiry.

I understand requests for Directory Information come from, but are not limited to, the media, colleges and universities, public and private high schools, local PTO groups, recruiters of the United States Armed Services, etc. Directory Information is defined in the Hilliard City School District as:

1. Student's name
2. Student's address
3. Student's telephone number
4. Student's date of birth
5. Student's extracurricular participation
6. Student's achievement awards or honors
7. Student's weight and height, if a member of an athletic team
8. Student's dates of attendance
9. Student's date of graduation

I also understand that by requesting my child's information to be withheld, his/her name will also not be included in any school publication, such as, but not limited to, the school yearbook, athletic program or building/district newsletters. Furthermore, I understand my child's name will not be released as part of a collection of names for awards and accomplishments, such as honor roll or citizen of the month.

\_\_\_\_\_  
**Parent Name**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

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

*Please retain in student's cumulative folder.*