



**RELEASE OF DIRECTORY INFORMATION**

The Superintendent or designee may authorize the release of student directory information to representatives of the news media, prospective employers or nonprofit organizations if in the best interests of the students as provided by law. If a non-profit organization then 501C3 Non-Profit Status must be provided for consideration. Unless prohibited by the parent/guardian in accordance with law, directory information which school officials may disclose consists of the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended.

Telephone numbers shall be released only with express parental consent.

Please fill out the following information **completely**, sign and date.

Date \_\_\_\_\_

REQUESTOR INFORMATION:

_____	_____
Agency Name (Media, Prospective Employer Information, Non Profit)	Phone #
_____	_____
Address	Fax#
_____	_____
City State ZIP	E-mail
_____	_____
Non-profit 501(c) 3 ID# (If Applicable)	<input type="checkbox"/> News Media <input type="checkbox"/> Prospective Employer
_____	<input type="checkbox"/> Non-profit Organization
_____	
Directory information requested:	

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

**ACKNOWLEDGEMENT BY THE OFFICE OF COMMUNICATIONS & COMMUNITY ENGAGEMENT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

For Office use only: (Approved / Denied)

**\*A signature from the Director of Communications and Community Engagement is required.**