



Anchorage School District

Release of Student Directory Information

5530 E. Northern Lights Blvd.
Anchorage, AK 99504-3135 (907) 742-4607

Dear Parents/Guardians,

As a parent (or a student 18 or over), you have the right to prohibit the Release of Student Directory Information about your student.

What is Student Directory Information?

“Student Directory Information” is information about students that may be disclosed by the Anchorage School District (ASD) to identify enrollment and to publicize student accomplishments and activities. Examples of publication include:

- A playbill showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information may also be requested from ASD by education-related vendors, colleges, or military recruiters who want contact information for ASD high school students. Disclosure to outside organizations includes, but is not limited to, companies that manufacture class rings or publish yearbooks.

What Categories of Information Are Included?

The District has identified the following information as directory information. (See School Board Policy 5125 for more details)

- Student’s Name
- Address
- Telephone Number
- E-mail Address
- Year of Birth
- Enrollment Status
- Dates of Attendance
- Grade Level
- Degrees, Honors and Awards
- Scholarship Eligibility
- Name of school most recently attended
- Participation in officially recognized activities and sports
- Height and weight of members of athletic team members

What Are Your Rights as a Parent (or Student 18 or Over)?

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that ASD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student’s education records. However, ASD may disclose appropriately designated “directory information” without written consent, ***unless you decline by completing this form.***

In addition, federal law requires ASD to provide military recruiters and post-secondary institutions, upon request, with the name, address, school, student telephone number, and student email address of each high school student, ***unless you decline by completing this form.*** State law requires ASD to provide contact information for students who have dropped out of high school to the Alaska Military Youth Academy, a program for students to finish their education and obtain a high school diploma or GED. ***You can decline this disclosure by completing this form.***

Release of Scholarship Eligibility Information

State law requires ASD to provide information about the eligibility of high school seniors for University of Alaska Scholarships including the names and addresses of those students who qualify for a scholarship. ***However, you can decline to have eligibility information disclosed to the University of Alaska Scholarship program by completing this form.***

School officials may release directory information, as set forth above, about a student without first obtaining parental consent, unless you decline by signing and returning this Release of Student Directory Information form.

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Release of Student Directory Information

All Students K-12

____ YES ____ NO Grant **Directory Information Release** for the following types of publications:

- A playbill showing your student's role in a drama production
- Annual yearbook
- Sports activity sheets, such as for wrestling, showing weight and height of team members and athletic programs
- For awards recognition, achievements, certificates or Honor Roll

All High School Students

____ YES ____ NO Grant Directory Information Release for the following types of **graduation related activities**:

- Publicized Graduation lists
- Vendors for Class Rings and Photos
- Requests from outside agencies acknowledging Graduates with letters or certificates.

____ YES ____ NO Grant Release of student contact information to **College/Universities**

____ YES ____ NO Grant Directory Information Release (contact information for students who have dropped out) to **Alaska Military Youth Academy**

____ YES ____ NO Grant Release of student contact information to **Military Recruiters**

____ YES ____ NO Grant Release of **Scholarship Eligibility** information to the University of Alaska. Unless you select YES, your student's eligibility for the University of Alaska Scholarships cannot be disclosed to the organization that administers this scholarship program.

Student Information: Required fields (*)

*Student Name (Please Print) _____

*Parent/Guardian Name (Please Print) _____

*Parent/Guardian Signature _____

*Signature Date _____