Denial of Release of Directory Information

Directory information is public information and can be released without consent. Saint Paul Public Schools has designated the following information as directory information: Name, birth date, grade, school, dates of enrollments, awards (including graduation/diploma, if attained), extra-curricular information.

The purpose of directory information is to allow Saint Paul Public Schools to include information from your child’s education record in district and school publications such as yearbooks, honor roll and other recognition lists, theater playbills, graduation programs, sports programs, etc.

In addition to the directory information listed above, the following is designated as directory information only for the persons indicated:

<table>
<thead>
<tr>
<th>Address</th>
<th>Home Telephone</th>
<th>Student ID Number</th>
<th>Student MARSS (State) ID Number</th>
<th>Student Gender</th>
<th>Student Email Address</th>
<th>Parent/Guardian Name</th>
<th>Class Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military Recruiters (for secondary students only)</td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Minnesota Public Libraries</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
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<tr>
<td>School Resource Officers</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Metro Transit</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Minnesota Office of Higher Education (OHE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Forms must be returned by September 30th or 30 days after posting of the Student Records and Your Rights on spps.org, whichever is later. For more information, please contact Student Records at 651-632-3764.

Check the directory information below that you do not want released:

- [ ] Name
- [ ] Birth Date
- [ ] Grade
- [ ] School
- [ ] Dates of Enrollments
- [ ] Awards, including graduation/diploma, if attained
- [ ] Extra-curricular Information
- [ ] Information to Military Recruiters
- [ ] Information to School Resource Officers
- [ ] Information to Metro Transit
- [ ] Information to Minnesota Public Libraries
- [ ] Information to Minnesota Office of Higher Education

I understand that signing this form may mean that my child’s information will not be included in the school yearbook, honor roll announcements, announcements and programs during school events (such as theater and fine arts programs, athletic contests, graduation programs), news releases regarding sports achievements, school newspapers, public presentations, publication on school-approved Internet pages, or other participation and performance related school activities.

I also understand that this denial of release of directory information shall remain in effect until it has been modified, rescinded in writing, or there has been a withdrawal of enrollment.

Student’s Name: ___________________________ Date: ___________________________
School: ___________________________ Grade: ___________________________
Parent Name (print): ___________________________ Student #: ___________________________

Parent Signature (or Student if of legal age) ___________________________ Date ___________________________

Please return form to Student Records at the Student Placement Center
2102 University Avenue West
Saint Paul, MN 55114