



# FORM 8 – Request to Restrict Release of Directory Information

DO NOT return this form unless you want CKSD to withhold your child’s directory information.

During the school year, CKSD may wish to release, or be asked to release, student directory information. Under the Family Educational Rights and Privacy Act (FERPA), CKSD designates the following information as student directory information:

- Name, address, date of birth and telephone number
- Major or field of study
- Degrees or awards received
- Dates of enrollment, withdrawal or graduation
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photographs, video recordings or other images
- Current/most recent and previous school attended

Parents and eligible students (an eligible student is one 18 years or older), have a right to opt out of the release of the student’s directory information. If you wish to opt out of some or all such potential releases, please check your selection(s) below, complete the student information at the bottom, and return this form to your student’s school within 15 days. If no form is received, no restrictions will be applied to any directory information release for this school year.

**Requests to restrict release of student directory information must be renewed each school year.  
If you wish to restrict release of ALL information, please check all three boxes below.**

- DO NOT release my student’s information for any PUBLIC review.** Your child’s directory information *will not* appear or be released outside of CKSD. Information *will not* appear in district-level publications, which may include but not be limited to, website, social media, video/audio recordings, or newspaper. Artwork with his/her name on it will not be entered in outside competition, nor will public recognition for his/her accomplishments be given in any news media.
- DO NOT release my student’s information for any SCHOOL COMMUNITY review.** Your child’s directory information *will not* appear or be released for any school level or school district level purpose, which may include, but not be limited to, theater or musical programs, yearbook, website, social media, newsletter, PTSA, booster, or foundation sponsored activity. Pictures taken during the school year will not be published in the yearbook; name will not appear in graduation programs.
- DO NOT release my student’s information to MILITARY recruiter (applies to high school only).** Under the federal Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), public high schools must give the names, addresses, and telephone numbers of students to military recruiters upon request (ESSA, Title IV, 8528). This information is to be used specifically for armed forces recruiting purposes. Parents and students over the age of 18, have the right to instruct the school in writing that this information is not to be released to military recruiters.

*Note: Students who are 18 years of age may sign their own request form.*

\_\_\_\_\_  
Print Student’s Full Name

\_\_\_\_\_  
School Attending

\_\_\_\_\_  
Print Requestor’s Full Name

\_\_\_\_\_  
Requestor’s Relationship to Student

\_\_\_\_\_  
Requestor’s Signature

\_\_\_\_\_  
Today’s Date