

**REQUEST FORM TO KEEP YOUR CONTACT INFORMATION PRIVATE**

The law requires that schools give parents and students the opportunity to request that information, including name, phone number, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and eight members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student, not to be disclosed to anyone outside the school.

**If you don't want your information released to military recruiters and/or request that your information be kept private in other places, as well (such as yearbook or other school publication), please fill out the form below.**

Once a parent or student makes this request, directory information cannot be disclosed without the affirmative consent of the parent (or student if the student is over 18 years of age)> If you do not opt out, a school may provide only the student's name, address and listed phone number to military recruiters, upon request. Unlisted phone numbers may not be disclosed.

These requests are separated in the form below so that it is clear what information you wish to be released and to whom it may be released. Once you have signed and returned the form, the information may not be released without a parent or guardian's prior written consent.

It is **not** required by law, but is recommended that a parent or guardian and the student both sign this form. It is also recommended that you keep a copy for your records.



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

Dear Administrator of Vanderbilt Area School:

I hereby request that the name, address, and telephone listing of the following student:

\_\_\_\_\_,  
(Print name of student)

(Check all that apply)

\_\_\_\_\_ **NOT** be released to **military recruiters** without prior written parental consent.

\_\_\_\_\_ **NOT** to be released to **anyone** in school publication without prior written consent.

\_\_\_\_\_  
Print name of parent or legal guardian

\_\_\_\_\_  
Print name of student

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Signature of student