

Request to Exclude Student Directory Information

District 112 complies with federal and state laws governing the release of student record information. These laws require the District to release "directory information." Directory information includes the student's name, date of birth, gender, dates enrolled in District 112 schools, grade level, school, special honors and achievement, participation in officially recognized activities and sports, height and weight for members of athletic teams, and photos or videotapes of a student engaged in academic, non-academic, or co-curricular activities. For students who have completed 12th grade at Chanhassen High School or Chaska High School, directory information also includes the student's mailing address and phone number. Directory information does not include individual grades, testing results, race, religion, or other personal facts.

Should parents choose to classify their child's directory information as private, their child's directory information (as listed above) will be excluded from official school publications and electronic media including but not limited to the yearbook, the student newspaper, graduation programs, honor roll or other recognition lists, sports programs, and drama playbills.

By law, directory information must be made available to organizations or individuals who request it. Classifying a child's directory information as public could result in solicitation from organizations such as PTO fund raisers, scouts, booster clubs, senior class party organizers, etc. or from commercial entities such as photographers for senior pictures and drivers' training schools.

Parents and students of legal age may request that directory information be classified as private and therefore withheld from publications without written consent. Requests to exclude students from directory information should be made in writing to the school principal. "Request to Exclude Student Directory Information" forms are available from each school office. The exclusion will be in effect for the current school year only. A new Request to Exclude Student Directory Information must be completed for each subsequent school year.

I request that directory information be made private as indicated for the student listed below:

Current school year (1 year)
 After completion of Grade 12 (ongoing)

Legal Name of Student _____

School _____ Grade Level _____

Home Address _____

Parent/Guardian Name _____

Signature _____ Date _____

