



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

To: Superintendents of Schools

From: Peter McWalters, Commissioner

Date: November 15, 2005

Subject: **Directory Information, Access to Student Recruiting Information,
and Parental Consent**

As you know, schools may release information contained in a student's education records without parental consent when the information is designated as "directory information." Directory information may include, but is not limited to: student's name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized sports and activities, height and weight (for athletic teams), awards received.

Schools may release this directory information if they have notified parents of the types of personally identified information that the school considers to be directory information. Notifying them in a student handbook or in a letter constitutes notice.

Parents may ask that you not disclose any or all of this directory information, however. Therefore, you must provide parents with a form that allows them to do so. The form must list the types of information that you consider to be directory information. The form must also have a reasonable deadline for submission. I am attaching a sample form that parents may use to ask that schools not release all or some of the directory information.

In addition, there are specific provisions in the No Child Left Behind Act of 2001 regarding the release of directory information to military recruiters and institutions of higher education. Schools are to release the names, addresses, and telephone listings to military recruiters and institutions of higher education. (Sec. 9528) The law states, however, that secondary-school students and parents may request that names, addresses, and telephone listings not be released to military recruiters or institutions of higher education without prior written parental consent.

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575

The Board of Regents does not discriminate on the basis of age, color, sex,
sexual orientation, race, religion, national origin, or disability.

You will therefore need to:

- Include on the form for parents on directory information an opportunity for parents to request that the name, address, and telephone listing of their child not be distributed to military recruiters or institutions of higher education without prior written consent. (I have included this notice on the attached sample form.)
- Distribute a form to all secondary-students (middle school and high school), giving them the opportunity to request that their name, address, and telephone listing not be distributed to military recruiters or institutions of higher education without prior written consent of their parents. (A sample form for students is also attached.)

These forms and notices must be distributed annually. You must find a means of effectively notifying parents in their primary or home language.

Once you have prepared forms for distribution to parents and students, please fax copies to Karen Lovett, of my office, at 222-6178. Please do so by December 30, 2005.

attachment(s)

Sample Form

Request to Withhold Information from Military Recruiters and Colleges [Form for Middle and High School Students under 17 years of age]

Under federal law, you may request that this school **not** release your name, address, and telephone listing to military recruiters or institutions of higher education (colleges) unless your parents give their prior written consent – that is, unless they tell us in writing that we may do so.

Please sign this form and submit it to your teacher or to the main office of your school if you would like this school **not** to release your name, address, and telephone listing to military recruiters or colleges unless your parents tell us in writing that we may do so.

Please do **not** release my name, address, or telephone listing to:

_____ Military Recruiters

_____ Institutions of Higher Education

Without the prior written consent of my parents.

Name of Student: _____

Signature of Student: _____

Date: _____

Name of School: _____

This form must be submitted by [Date], and it will be in effect until the beginning of the next school year.

Notice to Parents (and students 18 years or older)

Regarding Release of Educational Records

Under federal law (the Family Educational Rights and Privacy Act), this school district must obtain your written consent before we disclose personally identifiable information from your child's education records. This school district, however, may release some information, known as "directory information," without your prior written consent, unless you have asked us not to do so.

The primary purpose of releasing directory information is to allow this school district to include this type of information from your child's educational record in certain publications, such as playbills, yearbooks, honor rolls or recognition lists, graduation programs, and sports-activity sheets.

We have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities/sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- E-mail address
- Photograph
- Degrees, honors, awards
- Date and place of birth
- Dates of attendance and grade level
- Other information that you consider to be directory information

If you do not want this school to release any or all of this information without your prior written consent, please use the attached form to notify us as to which information should not be released without your prior written consent. This form must be submitted by [date], and it will be in effect until the beginning of the next school year.

In addition, under federal law, parents may request that this school district not release the name, address, and telephone listing for your child, without your prior written consent, to military recruiters or institutions of higher education. Please use the attached form to do so if you wish. This form must be submitted by [date], and it will be in effect until the beginning of the next school year.

Sample Form
Request to Withhold Selected Student Information
[Parents, Guardians, Students over 18]

Please **do not** release the following directory information without my prior written consent about:

Name of student/students: _____

- Student's name
- Participation in officially recognized activities/sports
- Address
- Telephone listing
- Weight & height of members of athletic teams
- E-mail address
- Photograph
- Degrees, honors, awards
- Date & place of birth
- Dates of attendance & grade level
- Other information that you consider to be directory information

Parent/Legal Guardian: _____
(or student 18 or older)

Signature & Date: _____

Please **do not** release the name, address, or telephone listing without my prior written consent about:

Name of student/students: _____

To:

_____ Military Recruiters
_____ Institutions of Higher Education

Parent/Legal Guardian: _____
(or student 18 or older)

Signature & Date: _____

