

**Indian Prairie School District 204
Release of Student Directory Information Opt-Out Form**

The request to withhold directory information will be in effect from the date it is received by the school or District until the date the respective student graduates or otherwise leaves Indian Prairie School District. Opt-out preferences may be updated at any time by submitting a new form.

Completed forms should be submitted by either:

Fax: 630-978-5214

Mail: Indian Prairie School District 204, Attn: Technology Services, 780 Shoreline Drive, Aurora, IL 60504

Drop-Off: Crouse Education Center - Door 20, 780 Shoreline Drive, Aurora, IL 60504

Student Information

Last Name: _____ First Name: _____

ID Number: _____ School: _____ Grade Level: _____

Parent/Guardian Information

Last Name: _____ First Name: _____

Indian Prairie School District has designated the following information as directory information:

- Student's name, address, email address;
- Parents'/guardians' names, addresses, email addresses and telephone numbers;
- Grade level;
- Academic awards, degrees and honors;
- Photographs, videos, or digital images used for informational or news-related purposes (by a school or District) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.
- Information relating to school-sponsored activities, organizations and athletics;
- Major field of study; and
- Period of attendance in the school and District.

If you agree to allow Indian Prairie School District to release the above directory information, you do not need to do anything.

By signing and returning this form to Indian Prairie School District, I formally state that I do not grant permission to the District or my child's school to release directory information for my student as follows (fill in the bubble(s) of directory information that should not be released/included:

- (A) Do not include in the school directory
- (B) Do not release to US Military (Army, Navy, Air Force, Marines, Coast Guard, etc.)
- (C) Do not release to colleges and other educational institutions
- (D) Do not release to scholarship providers
- (E) Do not include in School-sponsored, including release to PTA, publications (video, yearbook, athletic rosters, website, etc)
- (F) Do not include my student's face or name in a District 204 print communication
- (G) Do not include in District-sponsored electronic communications (IPSD YouTube, Twitter, etc)
- (H) Do not include my student's work, face or name, on District 204 web pages

While the District limits access to buildings by outside media, it has no control over the news media or other entities that may publish a picture of a named or unnamed student.

Student Signature (If student is 18 or over) | **Date**

Parent/Guardian Signature (If student is under 18) | **Date**