



## REQUEST TO DENY PUBLIC ACCESS TO PRIVATE INFORMATION

You may restrict the release of student data by completing this form  
2017-2018

Student name to appear in yearbook if other than legal name \_\_\_\_\_.

### **A. Student Data/Directory Information: The following student data is considered directory information:**

Name  
Date and place of birth  
Participation in officially recognized activities and sports  
Address  
Home phone number  
Email address  
Degrees and awards received  
Dates of attendance

**Publications: If you wish to restrict the release of student data, student information will NOT be released for any of the following (not limited to these examples), sign and date at the bottom of this form.**

School newsletters (electronic versions as well)  
Honor and merit roll lists  
School newspaper articles  
Special awards  
Yearbook (inclusion in)  
Graduate list  
Website publishing  
Requests from post-secondary institutions including scholarship mailings

**B. Armed Services – Grades 11 and 12 only:** The Minnesota Legislature has amended the Data Practices Act, M.S. 13.32, Subd. Sa, stating that schools must release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12, UNLESS the parent/guardian or 18-year old student has checked “2” in the OPTIONS section below, signed, dated, and returned the form.

### **C. Options:**

1. Allow ALL student data to be published/distributed as defined under student data/directory information, “A.”  
**DO NOT RETURN FORM IN THIS CASE**

Options 2 or 3 – place a check in the applicable boxes before returning this form.

2.  Deny student data as defined in “B” above from distribution to the armed forces.
3.  Deny student data as defined in “A” from publication or distribution.

If you do not wish to have any directory information published or distributed, you MUST complete and sign section “D” below. Doing so will EXCLUDE student data from being published. If you have any questions, please contact the school operations manager: [dbuck@harborcityschool.org](mailto:dbuck@harborcityschool.org) phone- 218-722-7574 x225

**D. SIGNATURES:** If you opt to deny student data from publication, this form MUST be signed by the parent/guardian or adult student (18 years of age or over). This request remains in effect for the CURRENT school year only.

Student’s Name & Grade, please print: \_\_\_\_\_

PARENT/LEGAL GUARDIAN OF MINOR STUDENT Signature and date: \_\_\_\_\_

STUDENT’S SIGNATURE (If 18 years of age or over) \_\_\_\_\_