

## DESIGNATION OF DIRECTORY INFORMATION

### Catalina Foothills Unified School District

During the school year, the District may compile nonconfidential student directory information specified below. The most frequent disclosure of directory information is in connection with CFSD publications (e.g., school newsletters, district/school/class websites, playbills, team rosters, honors, awards) and CFSD affiliated organizations (e.g., FFO/parent organizations, CFSD Foundation). CFSD may also provide directory information to third parties (outside organizations) for commercial purposes, but ONLY if it determines that the release supports a District function and is generally beneficial to students (e.g., school pictures, yearbook, class ring sales). CFSD affiliated organizations are not considered third parties.

The District designates the following student information as directory information:

- Name
- Address
- Telephone listing
- Date and place of birth
- Electronic mail address
- Photograph/image
- Grade level
- Major field of study
- Dates of attendance
- Enrollment status (e.g., part time or full time)
- Participation in officially recognized activities and sports
- Weight and height if a member of an athletic team
- Honors and awards received
- Most recently attended educational agency or institution.

According to state and federal law district-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of district-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the District is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing not to release the student's information without your prior written consent. *If you do not opt out of releasing any and all of the below-designated information, then the District must provide military recruiters, upon request, directory information containing the student's names, addresses and telephone listings.*

If you *do not want* district-designated directory information about your son/daughter to be released to any person or organization without your prior written consent, you must notify the District in writing by signing the form on the next page and returning it to the Principal of your child's school by August 31<sup>st</sup> or, if new to the district during the school year, within three weeks of enrollment. A separate form must be filled out for children attending different schools in the district. If the District does not receive this notification from you within the prescribed time, *it will be assumed that your permission is given* to release your son's/daughter's designated directory information.

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**DESIGNATION OF DIRECTORY INFORMATION FORM**  
**Catalina Foothills Unified School District**

TO: School Principal

Please mark your child's school:  VVELC    CV    MZ    SD    VV    EC    OG    CFHS

I *do not* want **district designated directory information** concerning

\_\_\_\_\_ (student's name) released to any person or  
organization without my prior written consent.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date