LOS ANGELES UNFIED SCHOOL DISTRICT
Planning, Assessment and Research

REF-3722
June 4, 2007

Attachment G

Sample Letter in English

Dear Parent/Guardian of High School Junior or Senior:

Under the federal and state law, school districts are required to distribute lists of high school juniors and seniors with their names, addresses and telephone numbers to California colleges and universities, United States Armed Forces Recruiting Agencies, and other authorized agencies, as requested. However, the *Family Educational Rights and Privacy Act* and the *No Child Left Behind Act* mandate that parents be offered an option to withhold the release of this information each year. If you wish to withhold the release of your child's name, address and telephone number, you must complete the form below and return it to the school. The request to withhold the student information is applicable only to the current school year.

Please return the tear-off to the school by Friday, October 26, 2007, only if you do not want the name, address, and telephone number released. **Unless this form is returned, your child's information will be released as indicated.**

Sincerely,

David L. Brewer III, Superintendent of Schools

- Tear-off -

REQUEST TO WITHHOLD DIRECTORY INFORMATION FORM

TO: _____ DATE: _____
School Name

Student Name: (please print)	Date of Birth:	Grade:
Address:	City:	Zip Code:
Telephone Number:	Record Room:	

☐ 1. I do not wish to have any directory information released to any individual or agency.

OR

☐ 2. I do not wish to release the name, address and telephone number of the student named above to the agency or agencies I check below.

_____ United States Armed Forces (Military) Recruiting Agencies	_____ Colleges, Universities or Other Institutions of Higher Education

☐ 3. I also request to withhold the directory information according to the boxes I check below:

	Do Not Release
PTA	
Health Department	
Elected Officials	

	Do Not Release
1. Name	
2. Address	
3. Telephone	
4. Date of Birth	
5. Dates of Attendance	
6. Previous School(s)	

_____ Signature of Parent/Guardian (if student is under 18)

_____ Signature of Student (if student is 18 or older)