

**Release of Student Directory Information Card
(Green Card)**

Dear Parent/Guardian:

The Clovis Unified School District (District) and its schools do not release information or records concerning your child to outside organizations or individuals without your consent unless required by a subpoena or a court order or permitted or required by law. There are organizations associated with education, such as the parent club, which have a continuing need for names and addresses of the students they represent. Also, the release of certain information could benefit your child, such as information on athletic or academic awards, information for press releases, or information to organizations and institutions offering career opportunities to graduates. The various organizations and the types of directory information are listed below.

Please review, complete, sign, and return this form to the school. You may modify the authorization set forth in this form by notifying the principal in writing. You may receive a copy of the information released by submitting your request in writing to the school office. A charge of 10 cents per page plus reasonable processing and handling costs may be made for copies.

Please mark A, B, or C below and complete as applicable:

 A. Blanket Authorization for Release of Student Directory Information: By signing below, I authorize the District to release my student's directory information to the groups and individuals below. Directory information includes all categories listed in paragraph C.1 below.

- *The press or other organizations* may receive information regarding student awards, participation in athletics or other school activities, scholastic awards and honors, etc. No addresses or phone numbers will be released.
- *Room mothers* may receive the names, addresses and phone numbers for the students they represent.
- *Employers or potential employers* may receive information as to the student's age, scholastic record, and school staff employment recommendations.
- *Private business or professional school officials or colleges approved by the State Superintendent of Public Instruction* may receive the names and addresses of graduating seniors. Directory Information may only be used by these organizations for their own solicitation purposes.
- *Career guidance information to official employment or recruitment representatives of private industry, state, federal and local government agencies and the military*, including the names and addresses of high school seniors. Directory Information may only be used by these organizations for their own employment purposes.

 B. No Authorization for Release of Student Directory Information. By signing below, I do not authorize the District to release any of my student's directory information to any groups or individuals except as required by a court order or subpoena or permitted or required by law.

 C. Authorization for Limited Release of Student Directory Information. If you marked this option, you must complete 1, 2, and 3 below.

1. Categories of Directory Information. I authorize the District to release my student's directory information, except the categories of information that I have checked below (**mark each category of directory information that you do not authorize be released**):

- Name
- Address
- E-mail address
- Phone number
- Date of birth
- Major field of study
- Participation record in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

2. Organizations to Which Directory Information to be Released. I authorize the District to release my student's directory information except the organizations that I have checked below (**mark each type of organizations to which you do not authorize the release of directory information**):
- Employers
 - Potential employers and employment recruiters
 - Private businesses or organizations related to school activities or professional schools or colleges approved by the state superintendent (names and addresses of graduating seniors)
 - News Media (local TV, radio, newspaper, etc.) related to awards and participation in athletics and other school activities, scholastic awards and honors, etc.
 - District and school publications (CUSD Today, District's Website, etc.)
 - Yearbook (student's name and photograph will appear in the yearbook unless this box is marked).
 - Boosters club and parent club room mothers (names, addresses, and phone numbers of the students they represent)
 - Insert the name(s) of any other organization(s) that you do not want to have directory information released: _____
3. Authorization Regarding Military Recruiters and Colleges and Universities. My student's directory information is not to be released without my prior written consent to the organizations checked below (**mark organizations where you do not wish that directory information be released; if nothing is marked below, your child's name, address, and telephone number may be released to the following organizations**):
- Military recruiters
 - Colleges/universities/institutes of higher education

By signing below, I acknowledge that I have reviewed and completed this form according to my wishes and my authorization for release of student directory information for my child is as stated above.

Parent/Guardian Signature: _____ Date: _____

Print Parent/Guardian's Name: _____

Print Student Name: _____