



The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Las Cruces Public Schools (LCPS), with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from your child's education records. However, Las Cruces Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised LCPS to the contrary.

Instructions: Parents/guardians who do not want LCPS to disclose their child's directory information must notify their child's school of their request by completing this form. Once completed, a signed copy must be submitted by the parents/guardians to the appropriate school. This request will remain in place until the parents/guardians provide their child's school with a written request to permit the release of student directory information.

I, (parent/guardian name) _____, do hereby request that my child's "directory information" not be disclosed by the Las Cruces Public Schools. I understand that LCPS has designated the following as directory information: student's name, age, school, grade level, address, telephone listing, participation in officially recognized activities and sports (including weight and height of members of athletic teams), photograph/videotaping of child for publicity or promotions (including positive news media coverage of degrees, honors, awards and achievements), and dates of attendance.

I also understand that this request to restrict my child's "directory information" also restricts the information to be given to any military recruiter or military organization or to any educational institution including those offering scholarship information.

I understand that this request will remain in place until I notify the school district to permit the release of the student's directory information.

Parent/Legal Guardian Printed Name

Child's Name

Parent/Legal Guardian Signature

Child's School

Grade

Address (Street, City, State)

Zip

Date

Office Use Only

Received by

Date

File at school Red Flag in Student System