



**This form should be completed *ONLY* if you wish to restrict release of directory information from your child's education record.**

Student education records contain "directory information" that is generally not considered harmful or an invasion of privacy if released. Conroe ISD has designated the following information from a student's education record as directory information: parent(s) name; parent email; student name; student email; address; telephone numbers; a student's photograph for publication in the school yearbook; current grade level; a student's name and grade level for the purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school-wide or classroom recognition; degrees/honors/awards; participation in officially recognized activities and sports; a student's name and photograph posted on a District-approved and managed social media platform; and the names and grade levels of students submitted by the District to a local newspaper or other community publication to recognize academic achievement.

The District will only release directory information to the following groups: accredited organizations required by federal law and §9528 Armed Forces Recruiter Access to Students and Students Recruiting Information; accredited colleges and universities or institutions of higher learning; groups that are affiliated with the District and need such information to provide education-related services to the student or District (ex: PTO/PTA, graduation-related vendors, campus photographers, District consultants and advisors, and the like). If you do not want Conroe ISD to disclose directory information about your child to these groups without prior written consent, you must notify the District in writing with this form.

- Conroe ISD *may NOT* release my child's "directory information" as described above or use it for the following purposes: yearbook, campus directory, newsletters, publicity or media coverage of the school or District, District-approved and managed electronic media platforms, artwork displays, extracurricular programs or events, or class rosters given to other parents without my prior written consent.

*Note that if you check this box, your child's name will not appear in the campus newsletter nor will he/she be included in the school yearbook.*

Name of student (*printed*): \_\_\_\_\_ Campus: \_\_\_\_\_

Student identification number : \_\_\_\_\_

Parent/Guardian name (*printed*): \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Once returned, it may take up to 15 school days to process this request.**