



Newaygo County Regional Educational Service Agency  
4747 W. 48<sup>th</sup> Street  
Fremont, MI 49412  
(231) 924-0381

**PERMISSION FOR RELEASE OF DIRECTORY INFORMATION**

***Parents/Guardians/Emancipated Student: Please sign and return this form to the school within thirty (30) days of the date of this letter. If we receive no response by that date, we will withhold all student directory information unless required by law to release certain directory information (such as to Armed Forces recruiters upon their request.) You may direct us not to release such information to any person or agency, including the Armed Forces, by completing and returning this form in a timely fashion.***

Date: \_\_\_\_\_

Dear Parent/Guardian/ Emancipated Student:

This letter informs you of your right to direct the Agency to withhold release of student directory information for \_\_\_\_\_

***Student's Name***

Following is a list of items that this Agency considers student directory information. Please choose one (1) of the three (3) options below. Then, if applicable, check those items that may be released.

**Student Directory Information Notification**

**Release to – Institutions of Higher Education, Potential Employers, Armed Forces Recruiters, etc.**

***Choose one of the Options below:***

- ☐ **Option 1:** The Agency **MAY NOT RELEASE ANY** information listed below.  
☐ **Option 2:** The Agency **MAY RELEASE ALL** information listed below.  
☐ **Option 3:** The Agency **MAY RELEASE ONLY** the information checked below

***If you chose Option 3 above, then indicate by checking which item(s) of information the Agency may release.***

- |   |  |
|---|--|
| <input type="checkbox"/> Student's name<br><input type="checkbox"/> Student's address<br><input type="checkbox"/> Student's telephone number<br><input type="checkbox"/> Student's date and place of birth<br><input type="checkbox"/> Student's major field of study<br><input type="checkbox"/> Information about the student's participation in officially recognized activities and sports<br><input type="checkbox"/> Student's photograph/picture | <input type="checkbox"/> Student's weight and height (if a member of an athletic team)<br><input type="checkbox"/> Student's dates of attendance<br><input type="checkbox"/> Degrees and awards the student has received<br><input type="checkbox"/> Most recent educational institution attended by the student<br><input type="checkbox"/> Grade level |
|---|--|

**NOTE: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, event or athletic programs, or other such publication.**

\_\_\_\_\_  
**Parent/Guardian/Emancipated Student's Signature**

\_\_\_\_\_  
**Date**