

## **Access to Student Recruiting Information**

**Federal and State laws require that high schools provide student names, addresses, and phone numbers to military recruiters and institutions of higher learning (i.e. colleges). Each branch of the military routinely requests these lists from the high school Guidance Office. Very few colleges request them, although they do have the right to do so. Colleges typically receive their mailing information from surveys and PSAT/SAT/ACT exams.**

**Students (and parents) have the right to request that their (child's) name, address and phone number not be released to military recruiters, colleges or both. Parent and students are informed of this right with the following:**

- All incoming 9<sup>th</sup> graders receive a “do not release” form (meaning you complete the form to let us know that you do not want your child included on either or both of the lists). The form is sent home with 9<sup>th</sup> graders on the first day of school each year and you are asked to complete and return the form by the end of the first week of school. If the form is not returned, students are included on the list.**
- All newly enrolled students receive a “do not release” form with other new student papers.**
- Information on the military and college lists is provided in the Student Handbook.**

**If you are not sure whether you ever completed a form, or would like to know the current status of your child's name on the list, please feel free to contact the Guidance Office at 641-2156. A “do not release” form is included here for your review and/or use.**

**HUNTINGDON AREA HIGH SCHOOL**

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**MRS. DEBORAH LUFFY**  
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**YOUR RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Dear Parent/Guardian:

Both federal and state laws **require** that Superintendents provide military recruiters or institutions of higher learning, upon request, access to high school students and directory information on those students. The state military affairs law requires the release of directory information consisting of a list of secondary male and female students **by name, home address, and telephone number**. Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements.

Under the Family Educational Rights and Privacy Act (FERPA) and Section 9528 of the No Child Left Behind Act, **parents may request that their child’s name, address and telephone listing be excluded from the list and not be released without prior written consent**. Parent/guardians of incoming 9<sup>th</sup> grade or newly enrolled students wishing to exercise the right to “opt out” must sign the form below and return it to the high school Guidance Office by the end of the first week of school or as soon as possible after enrollment, otherwise your child’s name will be included on the list. Also, please know that parents are responsible for changing the status of the authorization. For example, if you allowed your child to be on the list, but later decided that you did not want him or her included, you are responsible for contacting the Guidance Office to complete another “do not release” form. According to the law, any authorization will remain in effect unless parental consent for the information to be disclosed is received at a later date by the High School Guidance Office.

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Reservation of Consent for the Release of Certain Student Information  
Under the No Child Left Behind Act

Please **do not release** the name, address and telephone number of \_\_\_\_\_  
(Student Name)

Check one or both:

To military recruiters

To institutions of higher learning

\_\_\_\_\_  
(Print Name of Student)

\_\_\_\_\_  
(Current Grade)

\_\_\_\_\_  
(Parent/Guardian’s Signature)

\_\_\_\_\_  
(Date)