



**Change Request for Disclosure/Nondisclosure
Of Student Directory Information**

The Family Educational Rights and Privacy Act (FERPA) affords parents of students 17 years of age and younger, and students that are 18 and older certain rights with respect to the student's education records. One important aspect is the right to control the release of information. This includes the right to request the local school district not to release "directory type" information on the student without written consent.

Under policies of the Garland ISD, directory information will be released to anyone who follows the procedures for requesting the information unless the parent or guardian notifies the District in writing of an objection to the release of the directory information. Federal law requires release of directory information to military recruiters or institutions of higher education unless the parent specifies in writing an objection to disclosure.

Garland ISD has designated the following as directory information: the student's name, address, telephone listing, date and place of birth, grade level, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student.

Please indicate how you wish the Garland ISD to treat "directory information" about your child. Return the bottom portion of this form to your student's school.

Student's Name: _____ Grade: _____ ID#: _____

Permission to release information to an individual or group: ___ Yes ___ No

Permission to publish information in i.e., yearbook or student directory: ___ Yes ___ No

Permission to release information to military recruiters: ___ Yes ___ No

Permission to release information to higher education institutions: ___ Yes ___ No

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

(If student is 18 yrs old or older)