

ATTENTION PARENTS:

Guidance for completing the Directory Information Section of the Emergency Card

PLEASE READ CAREFULLY!

At the bottom of the emergency card you are being asked to indicate how the Allegany County Public Schools is to handle directory information about your student.

Directory information can include:

Name, address, telephone, electronic email, photographs, date and place of birth, major field of study, dates of attendance, grade level, participation in activities and sports, weight and height of members of athletic teams, degrees, honors and awards received and/or educational institutions attended.

If you indicated that directory information can not be released for your student, then we can not release information about your student to the media (honor rolls, pictures, articles), include information in publications (yearbooks, school programs, school newspapers, sports programs) or provide information to any other organizations (after prom committees, PTA) or contractors (school photographer) that provide a service to our schools.

In addition, due to the passage on Senate Bill 428 we must ask you specifically for permission to release your junior or senior's directory information to military recruiters.

Please be sure you mark the bottom portion of the emergency card correctly.

<input type="checkbox"/>	M - Do not release Directory Info. to Military Recruiters (SR & JR only)
<input type="checkbox"/>	D - Do not release Directory Information to ACPS Directory
<input type="checkbox"/>	N - Do not release Directory Information to any of the above
<input type="checkbox"/>	Y - OK to release Directory Information

If you do not want directory information released to military recruiters mark an "M" in the box.

If you do not want directory information released to the media, in publications, to organizations or other school contractors mark a "D" in the box.

If you do not want directory information released to anyone mark an "N" in the box.

If it is okay to release directory information mark a "Y" in a box.

Failure to mark this section will indicate that ACPS has permission to release directory information in accordance with policy.

PLEASE RETURN THE COMPLETED FORM TO YOUR CHILD'S SCHOOL!