

## EAST LANSING PUBLIC SCHOOLS STUDENT E-DIRECTORY PERMISSION FORM

An electronic school directory will be accessible by password in the Fall. This is being coordinated by the ELHS Parent Council as a service to the school, parents, guardians and students. This electronic directory database is prepared for the sole use of the school's families and staff and is not to be used or made available for business purposes.

The data base will include Student Name, Student Grade, Primary Guardian's Name(s), Primary Home Address, Primary Home Phone and Primary Parent Emails. For security reasons, the password to access this information will be provided upon individual requests of ELHS parents to the ELHS Parent Council e-directory coordinator.

**If you want the limited database information as described above to be accessible** through this electronic directory, please check BOX 1, sign the form and return it to the school on Activity Day or to the school office by September 18th.

**NOTICE:** *In compliance with 20 U.S.C. §1232g(a)(5)(A), the categories of information described on this form have been designated as 'directory information' and may be included in the student directory. You have the right to request that the information designated herein should not be released.*

**If you wish to exclude your student's information** from the directory, check BOX 2, sign the form and return it to the school on Activity Day or to the office by September 18<sup>th</sup>.

**PLEASE CHECK THE APPROPRIATE BOX & SIGN AT THE BOTTOM.** In the absence of your signed form, the information from the district's database or last year's directory information may be printed.

**BOX 1**   ☐   East Lansing Public Schools may make the above described database information available in the ELHS e-directory.

**BOX 2**   ☐   East Lansing Public Schools **MAY NOT** make any of the above described information available about this student in the ELHS e-directory, including the student's name.

**Name of ELHS Student(s):** \_\_\_\_\_

<b>Signature of Parent or Guardian</b>	<b>Date</b>