



# Student Data Directory Information Notice

## Parent/Guardian(s):

The School District of the Menomonee Area pursuant to the Family Educational Rights and Privacy Act and State Statute 118.125 has designated the following as directory data as provided in said Act and Statute.

*Student name, date and place of birth, parent/guardian name, address, phone number, school most recently/previously attended, dates of attendance, grade level, participate in activities and sports, weight and height if member of athletic team, student photograph, student degrees/awards, major field of study.*

Any parent, legal guardian, guardian ad litem or eligible student must inform the district by completed the district's REQUEST TO WITHHOLD DIRECTORY DATA form if she/he desires that ALL directory information or student photograph shall not be disclosed without the parent, legal guardian, guardian ad litem or eligible student's consent, provided that such notification is given to the district within fourteen (14) days of the published notice. Failure to notify the district within the 14 days as provided by law may result in the disclosure of directory data to any person requesting it.

Wisconsin Statutes state that advance consent is not required for the release of some student information. However, Wisconsin school districts must designate which information will be release to any person who asks for it. The information is called "directory data". (Such information may be displayed in newsletters, newspaper articles, district web page, etc.) In accordance with state law, the School District of the Menomonee Area has designated the following as directory data:

- Student Name
- Date and Place of Birth
- Parent/Guardian name
- Address
- Phone Number
- Major Field of Study
- School Most Recently/Previously Attended
- Dates of Attendance
- Grade Level
- Participation in Activities and Sports
- \* Weight and Height if Member of Athletic Team
- Student Photograph
- Student Degrees/Awards

By signing the attached REQUEST TO WITHHOLD DIRECTORY DATA form, you are acknowledging that photo/video images and data regarding said student will NOT be released to school newsletters, district websites, newspapers, etc. Please be aware that this would exclude or significantly limit student's participation in the publication of school newsworthy events such as music concerts, recognition awards, PTO activities, etc.

**Any previous notices on file with the School District of the Menomonee Area to withhold disclosing of directory data shall be honored unless a revised request is submitted.**



# Request to Withhold Directory Data

*Complete this form and return to the school office within 14 days of receiving this form **IF YOU CHOOSE** to withhold student directory data.*

Parents/legal guardian/guardian ad litem, and eligible students have the opportunity to tell the school district that they do not want **all** directory data or student photograph released by submitting the following form. More details can be obtained by calling the building principal or school office.

If the parent, legal guardian, guardian ad litem, or eligible student (18 or older) chooses to withhold directory data, select from the following:

- All Directory Data shall be withheld from public/local use (except for reporting to the Wisconsin DPI's Wisconsin Student Locator System)
- All Directory Data shall be withheld from the Military/Institutions of Higher Education
- Photograph/videotaping for distribution in publications outside of the School District of the Menomonie Area to include school newsletters, local/regional newspapers, district web site, etc. shall be withheld.

**Any previous notices on file with the School District of the Menomonie Area to withhold disclosing of directory data shall be honored unless a revised request is submitted.**

The above checked items applies to the following student(s):

Student Last Name	Middle Name	First Name	Building	Grade
Student Last Name	Middle Name	First Name	Building	Grade
Student Last Name	Middle Name	First Name	Building	Grade
Student Last Name	Middle Name	First Name	Building	Grade
Student Last Name	Middle Name	First Name	Building	Grade

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian/Guardian ad litem/Eligible Student (18 or older)

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Guardian ad litem/Eligible Student (18 or older)

\_\_\_\_\_  
Date Signed

**Return this form within 14 days to the student's school office. Additional forms are available by calling Student Services at 715.232.1642, ext. 101.**