

**Request to Withhold Directory Information  
Annual Notification & Opt-Out Form**

FGA-E  
**PK-5**

Student's First Name: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

Student's Grade Level:    PK    K    1    2    3    4    5

**A response is required for each of the five statements below.**

My child CAN be included in the yearbook (this includes individual, class, and other group pictures).

YES                       NO

My child CAN be included in the use of *SeeSaw* for communication, student learning portfolios and reflection. Each student has a safe, secure journal on the *SeeSaw* app that they add work to, in order to share what they are learning at school. Parents are notified each time new work is added.

YES                       NO

My child CAN be included in school-related materials that are formatted as documents, videos, or website content. This includes, but is not limited to, school and district newsletters, daily announcements, promotional pieces, PTA/O related events, birthday/friendship lists, activity and event programs, the school website, and all district-affiliated websites.

YES                       NO

My child CAN be included in posts made directly to classroom, school, and district social media accounts (*Facebook, Twitter, YouTube, Instagram, etc.*). This does not apply to the sharing of school-related materials to a social media account.

YES                       NO

My child CAN be included in school-hosted media events, including video, photography and verbal interviews with radio, television and print media (*Fox, Valley News Live, WDAY, Forum/Pioneer, etc.*).

YES                       NO

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***This form must be completed on an annual basis.***

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**6-8**

Student's First Name: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

Student's Grade Level:     6                      7                      8

**A response is required for each of the four statements below.**

My child CAN be included in the yearbook, in individual, class, and other group pictures and video.

YES                       NO

My child CAN be included in school-related materials, including but not limited to commencement programs, school and district newsletters and other promotional pieces, honor rolls, activity and event programs, and all district websites.

YES                       NO

My child CAN be included on social media accounts (*Facebook, Twitter, YouTube, Instagram, etc.*) associated with their classroom, school and the school district.

YES                       NO

My child CAN be included in school-hosted media events, including video, photography and verbal interviews with radio, television and print media (Fox, Valley News Live, WDAY, Forum/Pioneer, etc.).

YES                       NO

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*NOTE: This form must be completed on an annual basis.*

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FGA-E

**9-12**

Student's First Name: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

Student's Grade Level:    9                      10                      11                      12

**A response is required for each of the four statements below.**

My child CAN be included in the yearbook, in individual, class, and other group pictures and video.

YES                       NO

My child CAN be included in school-related materials, including but not limited to commencement programs, school and district newsletters and other promotional pieces, honor rolls, activity and event programs, and all district websites.

YES                       NO

My child CAN be included on social media accounts (*Facebook, Twitter, YouTube, Instagram, etc.*) associated with their classroom, school and the school district.

YES                       NO

My child CAN be included in school-hosted media events, including video, photography and verbal interviews with radio, television and print media (Fox, Valley News Live, WDAY, Forum/Pioneer, etc.).

YES                       NO

*OPTIONAL (check all that apply)*

My child's directory information may NOT be released to:

- Colleges/Universities
- Military Recruiters

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*NOTE: This form must be completed on an annual basis.*