

Refusal of Permission/Media Opt Out Form

Only sign if you are refusing permission

Dear Parents:

Federal and State laws protect the permanent record information of your child. A policy is in effect for the Lynchburg City Schools that maintains confidentiality of the student data. Occasionally, the school may need to distribute limited information about all students, such as at graduation time, in athletic programs, in the yearbook or in school newsletters. Such material is classified as "Directory Information." Also, schools routinely release the names, addresses and phone numbers of secondary students to military recruiters unless parents opt out. If you do not object in writing, the school will distribute such information as needed.

"Directory Information" includes the following:

- name of student in attendance or no longer in attendance;
- address;
- date and place of birth;
- telephone listing;
- dates of attendance;
- participation in officially recognized activities and sports;
- height and weight, if member of athletic team;
- awards and honors received; and
- other similar information

In addition, **there are times when the school division or members of the media may wish to use your child's picture or interview your child for public media coverage of school events or activities.** Some examples include but may not be limited to: newspaper articles, television news, division-wide promotional materials and coverage on the school division's website at www.lcsedu.net.

Please indicate below if you **do not** want your child's photo or information used and sign this **Refusal of Permission Form**. Return it to your child's principal within fifteen (15) days. ***Must Be Returned If Refusing***

School Year _____ To the Principal of _____
(School)

RE: _____
(Child's Name)

- I **do not** give permission for the release of Directory Information concerning my child listed above to those selected third parties approved by the Lynchburg City Schools.

(Date) _____
(Parent/Guardian Signature)

- I **do not** give permission for my child's name, address and phone number to be released to military recruiters (secondary).

(Date) _____
(Parent/Guardian Signature)

- I **do not** give permission for my child's photograph to be used in public media coverage of school events or activities, for division-wide promotional materials, or for my child to be interviewed by the media.

(Date) _____
(Parent/Guardian Signature)