

## 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 indicate that directory information can not be released for your student, this will result in your student **NOT** being included in the following types of publications:

- Honor Roll
- Year Book
- Athletic Rosters
- School Program Information

Note: this list represents examples and is not an all inclusive list.

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.

- Y – Release Directory Information  
 M – Release Directory Information to all but Military Recruiters (Option for juniors and seniors only)  
 D – Do not release Directory Information
- SAMPLE**

If it is okay to release directory information, mark a “Y” in the box.

If it is okay to release directory information to all but 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.

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!**