

## Non-Release of Directory Information

Each year, Yinghua Academy, with the assistance of the Yinghua Academy Community Association (YACA), publishes a YACA Membership Directory of students and parents/guardians for the use of Yinghua families, teachers and school personnel. YACA also organizes parent volunteer Classroom Coordinators who receive family contact information in order to organize social events for each class. Use of the Directory for personal or commercial gain is strongly discouraged.

Federal and state law require Yinghua Academy to notify parents/guardians and students that certain information from student records may be released and made public without written consent of the parents/guardians or students. This information is called "directory information" and includes, as defined by Yinghua Academy Policy 515, the student's name, address, telephone listing, grade level, and classroom. It also includes the name, address, email address, and telephone number of the student's parent(s)/guardian(s). Because directory information is public, it also may be requested by third parties.

As the parent/guardian of a student, you have the right under federal and state law to direct Yinghua Academy *not* to release your directory information. If you do not want this information released for other than internal school use, you must sign and return this non-release form to Yinghua Academy. The refusal to release directory information must be received by Yinghua Academy by August 1 preceding the upcoming school year, or within 30 days of the student's enrollment at Yinghua Academy. Your non-release will remain in effect for the remainder for the school year in which the non-request is made. A new request for directory information not to be released must be completed each year.

Please indicate your preference below and return it to Yinghua Academy no later than August 1.

**[ ] I do not give permission for the release of "directory information" regarding my child(ren). By checking this box and returning this form to Yinghua Academy, I understand my information will not be included in the YACA Membership Directory, and will not be made available for use by the Classroom Coordinators.**

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

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you have any questions, please contact Mrs. Susan Berg, Yinghua Academy's Executive Director, at 612.788.9095.