

MOUNT HOREB AREA SCHOOL DISTRICT

REQUEST TO WITHHOLD DIRECTORY INFORMATION

POLICY #347  
EXHIBIT 3

The Mount Horeb Area School District has declared the following personally identifiable information contained in a student's education record as "Directory Information" pursuant to the Family Educational Rights and Privacy Act (FERPA) and State Statutes §118.125(1) and (2)(j):

Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, dates of attendance within the Mount Horeb Area School District, photographs, degrees and awards received, and the name of any previous educational agency or institution attended by the student.

The Mount Horeb Area School District may **NOT** disclose directory information to the following groups/individuals as noted below:

Use a checkmark to denote information not to be disclosed.	All Information	Student's name	Address	Telephone listing	Date and place of birth	Major field of study	Participation in officially recognized activities and athletics	Weight and height of members of athletic teams	Dates of attendance at Mount Horeb schools	Photographs	Degrees and awards received	Name of previous educational institution attended
All Groups/Individuals												
Military/Armed Forces												
Institutions of Higher Education												
Parent/Teacher Organizations												
Commercial/For Profit												

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_  
 (Please Print) Last First Middle Initial

Parent's Name: \_\_\_\_\_  
 Please Print Name

Address: \_\_\_\_\_  
 Street City, State, Zip Phone Number

Signature: \_\_\_\_\_  
 Parent/Guardian of Eligible Student Date

The District Office should forward a copy of this form to the principal, head secretary and athletic director in the school of the student making the request.