

September, 2009

OPT-OUT LETTER

Dear Parent/Guardian and Student:

Federal law requires the New York City Department of Education (DOE) to provide names, addresses, and telephone numbers of 11th and 12th grade high school students to military recruiters and institutions of higher education that request this information, except where the parent or student opts out by notifying the DOE **in writing** that he/she does not consent to release this information.

While we are committed to protecting the confidentiality of our students, we must comply with the law. Parents/guardians and students who do not want contact information disclosed to military recruiters and/or institutions of higher education **must** fill out the attached form and return it to the school's guidance counselor by **the second Friday of October**. We are required to release contact information to military recruiters and/or institutions of higher education for all 11th and 12th grade students unless the student or parent/guardian returns the attached opt-out form.

Please be aware that you can change your options at any time. If you do not submit the form now, you may still opt out at **any time**. Please advise the principal in writing if you change your decision at a later date.

For more information or assistance, please refer to Chancellor's Regulation A-825 or contact the Military Recruitment Liaison in your school.

Thank you.

Sincerely,

PARENTAL OPT-OUT LETTER

Dear Parent or Guardian:

This form allows you to opt out of releasing your child's information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

If you do **not** consent to the disclosure of this information, you **must** fill out the attached request form and return it to your child's guidance counselor by **the second Friday of October**. If you do not return the form by this date and your child is in the 11th or 12th grade, we will release your child's information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at **any time** during your child's school career and the request for non-disclosure will be honored.

Thank you for your cooperation.

Sincerely,

PARENTAL OPT OUT FORM

Please complete the following if you do **not** consent to the release of your child's information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

Student's Last Name: _____

Student's First Name: _____

Student's Official Class: _____

Name of School: _____

I am requesting that my child's name, address, and telephone number **NOT** be shared with:
(please check appropriate box)

- Military Recruiters
- Institutions of Higher Education
- Both Military Recruiters and Institutions of Higher Education

Parent/Guardian: _____

Print Name

Signature

Date

STUDENT OPT-OUT LETTER

Dear Student:

This form allows you to opt out of releasing your information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

If you do **not** consent to the disclosure of this information, you **must** fill out the attached request form and return it to your guidance counselor by **the second Friday of October**. If you do not return the form by this date and you are a student in the 11th or 12th grade, we will release your information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at **any time** during your school career and the request for non-disclosure will be honored.

Thank you for your cooperation.

Sincerely,

STUDENT OPT-OUT FORM

Please complete the following if you do **not** consent to the release of your information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

Student's Last Name: _____

Student's First Name: _____

Student's Official Class: _____

Name of School: _____

I am requesting that my name, address, and telephone number **NOT** be shared with: (please check appropriate box)

- Military Recruiters
- Institutions of Higher Education
- Both Military Recruiters and Institutions of Higher Education

Signature: _____

Date: _____