



## Menlo Park City School District Release of Information Form

The Menlo Park City School District recognizes the importance of maintaining the confidentiality of student information. Release of this information is only done in accordance with District policy, which adheres to federal and state law.

The District releases limited information to Parent Teacher Organizations (PTOs), including student name, parent/guardian name(s), address, telephone, parent email address, school, grade, and teacher. This information is used to produce school directories. The District may also provide this information to other non-profit organizations, such as the Menlo Park-Atherton Education Foundation (MPAEF), and groups authorized by the Superintendent to inform parents and the community about local educational issues.

In addition, a student's name, photo and/or work may be used in District publications, approved parent organization publications, or in approved media publications. The purpose of these publications, which may include print, electronic, and/or video formats, is to provide the school community with an opportunity to learn more about our schools and to showcase their achievements.

Per state and federal guidelines, the District only releases information that is not generally considered harmful or an invasion of privacy if disclosed. By law, parents/guardians have the right to refuse the release of certain designated information by informing the District on this form.

By signing below, I authorize the District to release student information as described above. I recognize that this authorization will remain in force during the enrollment of my child and can only be changed through a resubmission of this form.

I agree                       I disagree                       I agree, with the exceptions indicated below.

Exceptions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Student Name (Print)