

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Student Directory

_____ School annually publishes a student directory for use within the school community. The following items are included in the directory information (school should list only those items it intends to include): student's name; parents' name; address, phone number; date and place of birth; e-mail address; grade; participation in officially recognized activities and sports; weight and height of members of athletic teams, dates of attendance, diplomas and awards received; the most recent previous educational institution attended by the student; a photograph and other likeness.

As a parent/guardian or a student who is at least 18 years of age you have the right to deny inclusion of all or some of the above listed information in the directory. To do so, please fill out this notice and return it to the school office. The school will assume the above mentioned information may be included if the school has not been informed otherwise by (place date and year here).

As the parent/guardian or eligible student at _____
School, I hereby notify the school that I deny permission to include the information listed below in the directory.

Parent/Guardian/Eligible Student Signature

Date of Signature

Regulation Adopted: May 20, 2002

Regulation Revised March 25, 2013