

**Refusal of Permission Form**  
**Refusal to Release Information to the Media and**  
**Refusal to Release Information for Lynchburg City Schools Public Relations Use**

**Dear Parents:**

Federal and State laws protect the permanent record information of your child. A policy is in effect for the Lynchburg City Schools that maintains confidentiality of the student data. Occasionally, the school may need to distribute limited information about all students, such as at graduation time, in athletic programs, in the yearbook or in school newspapers. Such material is classified as "Directory Information." If you do not object in writing, the school will distribute such information as needed.

"Directory Information" includes the following:

- name of student in attendance or no longer in attendance;
- address;
- date and place of birth;
- telephone listing;
- dates of attendance;
- participation in officially recognized activities and sports;
- height and weight, if member of athletic team;
- awards and honors received; and
- other similar information

**In addition, there are times when the school division or the media may wish to use your child's picture or interview your child in public media coverage of school events or activities (for example, in a newspaper article or television news feature or, for school recognition). The school division also seeks permission for your child's photograph, name or student- created assignment/project to be used on the Lynchburg City Schools' Website.**

If you **do not** want the school to release "Directory Information" about your child please sign the **Refusal of Permission Form** and return it to your child's principal within fifteen (15) days.

***Must Be Returned If Refusing***

School Year \_\_\_\_\_ To the Principal of \_\_\_\_\_  
(School)

RE: \_\_\_\_\_  
(Child's Name)

I **do not** give permission for the release of Directory Information concerning my child listed above to those selected third parties approved by the Lynchburg City Schools.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

I **do not** give permission for my child's photograph to be used in public media coverage of school events or activities, or for my child to be interviewed by the media.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)