

To Superintendent and School Board

SUPERINTENDENT'S NAME

SUPERINTENDENT'S ADDRESS

SUPERINTENDENT'S CITY, STATE, ZIP

Dear Superintendent and Board,

Section 9528 of the No Child Left Behind Act of 2001 requires schools to release our family's private information to military recruiters unless we "opt out" in writing.

_____ As a parent, I am exercising the right to request that you do not turn over the name, address, telephone listing and school records to the Armed Services, Military Recruiters, or Military Schools of the following student.

_____ As a student the age of majority,* I request my own name, address, telephone number and school records not be released to the Armed Forces, Military Recruiters, or Military Schools.

STUDENT NAME

NAME OF SCHOOL

I urge you to do everything in your power to educate students and parents of their rights under Section 9528 (as it currently stands), and to make the process of opting out as straightforward as possible. Here are examples of district procedures I think exemplify the best practices in notification and opt out:

1. Publicize Opt Out policy at staff & family orientations, in publications, and on the school district's Web site
2. Attach Opt Out form to the school's required emergency information form, or print the Opt Out form as a standalone form, and require its return as part of student registration
3. Translate the Opt Out form into multiple languages, as appropriate for our school community

Sincerely,

SIGNATURE

DATE

NAME

ADDRESS

CITY

STATE

ZIP

* A few school districts, including New York City and Chicago, allow students to opt themselves out. To find out if students can opt themselves out in your school district, contact your superintendent's office.