



July 29, 2011

Dear Parent or Guardian:

The Open Records Act, made effective through legislation passed during the 1985 session by the Oklahoma Legislature, provides for the release of directory information on students and employees of the school to all persons who request it. The school district is concerned about preserving the confidentiality of student and personnel records whenever possible, but must follow the law.

As provided for in the Open Records Act, the Broken Arrow School District has designated the following personally identifiable information as directory information:

- Student Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance, degrees and awards received
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams
- Most recent previous educational institution attended

As the parent or guardian, you have the right to refuse to permit your student's information to be released. **Please be aware that if you contact the school and ask that your student's information be kept private, the school will not be able to use the name of your child in such releases as:**

- Honor Roll listing in newspaper
- Sports stories in newspapers
- Television reports approved by the school or school district
- District publications, television shows, or web pages
- School directories
- Student award listing in newspaper
- Scholarship announcements

**This list is not inclusive.** Many releases of student information may occur daily at each school as a result of awards, honors, or work in a program or class.

**If you DO NOT object to your student being included in such items as noted above, you are not required to take any action.** However, **if there is a reason information about your student should never be released, please come to your school office and pick up a form to be completed.** Thank you for your help in this important matter and for your continued support of Broken Arrow Public Schools.

Sincerely,

Jarod Mendenhall  
Superintendent of Schools

Broken Arrow Public Schools is an equal opportunity educational institution.

**BROKEN ARROW PUBLIC SCHOOLS**

**Parental Authorization to Withhold Directory Information  
2011-2012 School Year**

I request that my student's directory information be withheld from all public release.

Student's Name \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

School Currently Attending \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

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