



OPT-OUT LETTER

(FOR PARENTS OF ALL NINTH THROUGH TWELFTH GRADE STUDENTS, AND HIGH SCHOOL STUDENTS AGES 18 AND UP)

Federal law requires the New York City Department of Education (DOE) to provide the following information about 11th and 12th grade high school students to military recruiters and institutions of higher education that request this information, except where the parent of a student who is younger than 18 years of age, or a student who is age 18 or over, opts out by notifying the DOE in writing that they do not consent to release this information. If the student is under age 18, the parent must sign the opt-out. If the student is age 18 or over, the student must sign the opt-out.

- name, address, and telephone number to institutions of higher education that request this information and/or;
- name, address, telephone number, and DOE provided student DOE email address to military recruiters who request this information. *(Please note that any emails sent by military recruiters to student DOE email addresses are not controlled, sponsored or reviewed by the DOE.)*

While we are committed to protecting the confidentiality of our students, we must comply with the law.

If you are a parent of a child younger than 18, and you do not consent to the disclosure of this information, you must complete, sign, and return this form to your child's school **by October 18, 2024**. If you do not return the form by this date and your child is a student in the 11th or 12th grade, we will release your child's information upon request. For parents of 9th and 10th grade students, the opt-out form can be completed and saved in advance.

If you are a student who is 18 years of age or older, you must determine whether to consent to release the information. Students 18 or older who do not want to release their information must complete, sign, and submit this form to their school **by October 18, 2024**. If the opt-out letter is not returned, the student's information will be released upon request.

Parents of students younger than 18 and students ages 18 and older who do not complete a form now may do so at any time the student is enrolled in a DOE school. For more information or assistance, please contact your school. Thank you for your cooperation.

OPT-OUT FORM

Please complete and sign below only if you do not want the information described above to be released to military recruiters and/or institutions of higher education. You do not need to complete this if you do not wish to withhold the information.

Student Name: _____ Student's Official Class: _____

Name of School: _____

If student is younger than 18:

- I am the parent of the student listed above who is under age 18.

Please check appropriate box:

- Military Recruiters: I do not want my child's name, address, telephone number, and DOE student email address to be shared with military recruiters.
- Institutions of Higher Education: I do not want my child's name, address, and telephone number shared with institutions of higher education.
- Both: I do not want my child's information shared with military recruiters and institutions of higher education.

Parent Name: _____

Parent Signature: _____ Date: _____

If student is 18 or older:

- I am the student listed above and I am age 18 or over.

Please check appropriate box:

- Military Recruiters: I do not want my name, address, telephone number, and DOE student email address to be shared with military recruiters.
- Institutions of Higher Education: I do not want my name, address, and telephone number shared with institutions of higher education.
- Both: I do not want my information shared with military recruiters and institutions of higher education.

Student Name: _____

Student Signature: _____ Date: _____