Dear Parent/Guardian and Student:

Federal law requires the New York City Department of Education to provide names, addresses, and telephone numbers of **11th** and **12th** grade high school students to military recruiters and institutions of higher education that request this information, unless you or your child notify us that you do not consent to the release of this information. As per Chancellor's Regulation A-825, opt-out notifications are provided to all ninth through twelfth grade students, as well as their parents. For **9th** and **10th** grade students, the opt-out can be completed and saved in advance.

While we are committed to protecting the confidentiality of our students, we must comply with the law. Unless you notify the Department of Education **in writing or electronically** that you do **not** consent to the release of your child’s information, we must disclose your child’s name, address, and telephone number to military recruiters and institutions of higher education that request this information about our students.

To opt out parents can complete the opt out form below and return to your child Social Studies teacher or provide the following information in an email to Mr. Varga, [EVarga22@schools.nyc.gov](mailto:EVarga22@schools.nyc.gov)

You only need to reply if you do **not** want your child’s name and contact information disclosed to military recruiters and/or institutions of higher education. Please note you may withhold your child’s information from military recruiters, institutions of higher education, or both. If you do not return the form, we are required to release your child’s contact information to military recruiters and/or institutions of higher education. You can change your options at any time. If you do not submit the form now, you may still opt out at **any time** during your child’s school career and decide not to release his/her information. Please advise the principal in writing if you change your decision at a later date.

Thank you.

Sincerely,

Mr. Varga

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**Opt Out**

Student’s Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am requesting that my child’s name, address, and telephone number **NOT** be shared with: (Please check appropriate box)

\_\_\_\_\_ Military Recruiters

\_\_\_\_\_ Institutions of Higher Education

\_\_\_\_\_ Both Military Recruiters and Institutions of Higher Education

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print Name Signature

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_