



“Directory Information” Release Form
ITHACA CITY SCHOOL DISTRICT
400 Lake Street • P.O. Box 549 • Ithaca, New York • 14851-0549

Each year individual ICSD schools/PTAs put together directories as a service to their school communities. Directory information for a student may include ONLY the student’s name, parent name/s, mailing address, parent email address, parent telephone number, and grade level. **District policy requires that families give consent for their child’s information to be included in these directories.**

Also included in these directories is contact information for faculty and staff, PTA Officers, and school board members, as well as other helpful information. These directories are provided free to every family thanks to generous support from local businesses, organizations, and families who purchase advertising, or through individual PTA funding.

If you have any questions or concerns, please contact your child’s school directly.

Sign and return this form with one of the three options checked below. If no form is returned, your child’s directory information will NOT be included in the school’s directory.

1) ___ I want my child’s directory information shared *as referenced above*.

2) ___ I want ONLY the following directory information shared for my child (check all that apply):

- student name
- parent name/s
- mailing address
- parent email address
- parent telephone number
- grade level

3) ___ I DO NOT want my child’s directory information shared.

Parent/Guardian -- Print Name

Parent/Guardian Signature Date

Child’s Name (First & Last) Grade

School