

**IMPORTANT - REQUEST TO PREVENT RELEASE OF STUDENT DIRECTORY  
INFORMATION TO MILITARY RECRUITERS/INSTITUTIONS OF HIGHER LEARNING**

Dear Parent/Guardian:

In accordance with the provisions of the *Every Student Succeeds Act (ESSA)*, Lake Forest High School is required to release student directory information, consisting of student names, addresses and phone numbers, to military recruiters and institutions of higher education upon their request. Information received by official recruiting representatives shall be used only for the purpose of providing information to students about career and educational opportunities available.

Under the provisions of the *Every Student Succeeds Act*, however, parents/guardians may request that their child's directory information **not** be released. **Should you or your student decide that you do not want this information released to military recruiters and/or institutions of higher education, you must fill out the form below and return it to Lake Forest High School, Registrar, Tiffany Smith, 1285 N. McKinley Road Lake Forest, IL. 60045 by November 18, 2016. Questions can be directed to Tiffany Smith at 847-582-7313 [tsmith@lfschools.net](mailto:tsmith@lfschools.net).**

Directory information for students who have this form on file with the District office **will not** be released to military recruiters or recruiters from institutions of higher education, absent a signed, written consent from a parent/guardian.

Sincerely,  
Dr. Chala Holland  
Principal

---

**Parent/Student Request to Prevent Release of Student Directory Information**

I, \_\_\_\_\_, request that Lake Forest High School not  
(name of parent)

release \_\_\_\_\_ name, telephone number, or address to  
(student name)

\_\_\_\_\_ recruiters of the armed forces or; \_\_\_\_\_ institutions of higher education  
(check one or both):

without obtaining my prior signed written consent to do so.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date