

Date

Superintendent Smith  
Your Student's School District  
1234 School Drive  
Anytown, WA 56789

Dear Superintendent Smith:

As a parent whose child attends \_\_\_\_\_ High School, I'm writing to urge you to protect the individual privacy rights of high school students in \_\_\_\_\_ School District. The "No Child Left Behind Act," passed in January 2002, requires school districts receiving certain federal funds to provide student names, addresses and phone numbers on request to the United States military for recruiting purposes. The law, however, also requires that schools give students and parents the opportunity to decide whether or not such contact information is disclosed.

I urge you to protect the privacy of our students by setting up the following family-friendly procedures to notify students and parents of their rights and to make it easy for them to opt out:

- Students should be notified that they can choose to withhold their contact information from recruiters. Simple forms can be distributed for students to fill out in class.
- Parents should also be given the opportunity to withhold their child's information from distribution. Students should also be given forms to bring home to a parent.
- If students or parents do not respond, information should not be released.
- Students and parents should be allowed to distinguish between release of contact information to educational institutions, military recruiters or prospective employers.
- The forms and notices should be translated into languages for members of immigrant communities attending the schools in our district.

I recognize that costs are always an issue in the school district and suggest that you consider passing along the costs of preparing the lists, including the safeguarding of student privacy rights, to the entity that requests it.

I will be happy to work with the school district in setting up these arrangements. Please let me know your plans.

Sincerely,

Joe or Jane Parent