



Family and Community Engagement Center  
230 East Douglas Avenue Fort Wayne, IN 46802

May 22, 2019

Dear Parents of Juniors and Seniors:

During the course of a school year, various military organizations ask Fort Wayne Community Schools (FWCS) to assist them by providing a mailing list of students and parents. These lists are intended to be used to inform students and parents of the educational and career opportunities available in the armed forces of the United States, the Indiana Air National Guard, the Indiana Army National Guard, and the service academies of the Armed Forces of the United States.

Federal and State law require FWCS to accommodate these annual requests from military organizations unless a written and signed request from a high school student and the parent/guardian/custodian is submitted requesting that this directory information not be provided to official military organizations: As a matter of Department of Defense policy, military recruiters routinely request this information only from juniors and seniors in high schools. Accordingly, if your junior or senior student would ***not***, like to be placed on the mailing list that is sent to military organizations. Please complete the form furnished below and return it to (insert contact person) in the (insert department at your school), the deadline is September 13, 2019.

Thank you for your cooperation.

Sincerely,

Family and Community Engagement Center Staff

**Denial for Access to Student Directory Information**

I ***do not*** wish student directory information (including name, address and telephone number) for

\_\_\_\_\_ to be placed on a mailing list that will be sent to military organizations.

(Student name) This student is in grade level \_\_\_\_ age: \_\_\_\_\_ for school year 2019-20.

\_\_\_\_\_  
(Student signature- required)

\_\_\_\_\_  
(Parent/guardian signature-required)

\_\_\_\_\_  
(Date)

**This signed form should be returned to the Family and Community Engagement Center.**

**Family and Community Engagement Center  
230 East Douglas Avenue • Fort Wayne, IN 46803 • Phone: 260.467.2120  
Fax: 260.467.1974**