



MENLO PARK CITY SCHOOL DISTRICT
181 Encinal Avenue, Atherton, California 94027
Phone: 650-321-7140 ~ Fax: 650-321-7184
www.mpcsd.org

RELEASE OF INFORMATION

The Menlo Park City School District recognizes the importance of maintaining the confidentiality of student and parent information. Release of this information is only done in accordance with District policy, which adheres to federal and state law.

Per state and federal guidelines, the District only releases information that is not generally considered harmful or an invasion of privacy if disclosed. By law, parents/guardians have the right to refuse the release of certain designated information by informing the District during online enrollment or on a change of release form.

(Note: Social Security numbers are not collected by the District and the District never releases medical information.)

Student Information Release

A student's name, photo and/or work may be used in District publications, approved parent organization publications, or in approved media publications. The purpose of these publications, which may include print, electronic, and/or video formats, is to provide the school community with an opportunity to learn more about our schools and to showcase their achievements.

- Yes, I agree
- Yes, I agree with the following exceptions: _____
- No, I disagree

Release of Parent Information

The MPCSD is an inclusive community with involved parent volunteers and student-centered activities. When your family enrolls, you have the opportunity to share your name, contact information (home address, phone number, email address) and your child's school, grade, and teacher with the District family directory (print and/or electronic), the schools PTO and the parent-run fundraising organization called the Menlo Park-Atherton Education Foundation (MPAEF).

The District may also provide this information to other nonprofit organizations and groups, as authorized by the Superintendent, to inform parents and the community about local educational issues. By agreeing below, I authorize the District to release parent information as described above for the current school year. I recognize that this authorization can only be changed through a resubmission of the Release of Information form.

- Yes, I agree
- Yes, I agree with the following exceptions: _____
- No, I disagree

Authorization for Release of Place of Employment

The Menlo Park-Atherton Education Foundation (MPAEF) has made significant contributions to the District, financing important, high-quality programs. The Foundation's fund-raising efforts have expanded in an attempt to increase the annual grant to the District.

The Foundation recognizes that many businesses and private enterprises have philanthropic programs, matching employee donations for worthy causes, or allowing employees to donate equipment. Consequently, the Foundation is asking that the District request that interested parents release information to the Foundation about their employment.

- Yes No To Release Employer Information for: _____ (Parent Name)
- Yes No To Release Employer Information for: _____ (Parent Name)

Student Name (Print)

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature