

OFFICE OF P-12 MANAGEMENT
Information Sheet for Students and Parents
Regarding the CPS Recruiter Opt-Out Program

This *Information Sheet for Students and Parents* provides instructions on how you can use the CPS Opt-Out program to block the release of student contact information to recruiters. An Opt-Out form is enclosed.

By law, if military recruiters request contact information (name, address, phone number) for 11th or 12th grade students, the Chicago Public Schools is required to provide that information **unless you choose to block it** (we do not provide contact information for 9th and 10th graders). Colleges and universities also may request student information. Using the Chicago Public Schools' Opt-Out form, you may block the release of your contact information to military recruiters, or to colleges and universities, or to both.

The Opt-Out form requires a **student identification number**. **We cannot block the information using just the student's name. We must have the 8-digit student ID number**, which can be found on the student's progress report, grade report, or school identification badge. **Please make sure you record the 8-digit ID number on the form accurately.**

Opt-Out forms from juniors and seniors must be submitted by **December 1, 2011**, to the Office of P-12 Management, Chicago Public Schools, 125 South Clark Street, Chicago, Illinois, 60603 (Fax 773-553-2151). If your form is submitted after December 1, 2011, we will not be able to block your contact information for the current school year.

No contact information will be sent to military recruiters or to institutions of higher education before December 1, 2011.

Once a student's name has been placed on the Opt-Out list, the name remains on that list unless the parent or student specifically requests that it be removed. If, during the previous school year, you requested your name be placed on the Opt-Out list, it is not necessary to send in another form for the new school year. Your contact information continues to be withheld from military recruiters and/or institutions of higher education.

Having your name placed on the Opt-Out list does not in any way limit your ability to request your school to send a transcript or any other material on your behalf to a college or university or others, upon request.

If you want to block your contact information and you did not complete a form last year, please complete the attached Opt-Out form and mail or fax it to the address and/or fax number indicated on the form. In some cases, the school may collect the form and submit the Opt-Out form for you.

If you have questions about how the Opt-Out file requests are recorded and maintained, please contact Tony Howard at 773-553-2150. If you have questions about CPS policy related to the release of student information to recruiters or equal access to high school campuses for recruiters, please refer to the CPS Recruiter Access Policy at <http://policy.cps.k12.il.us/documents/708.1.pdf> or call Tony Howard at 773-553-2150.

OFFICE OF P-12 MANAGEMENT
Form To Opt Out of Releasing Student Contact Information
To Institutions of Higher Education or to Military Recruiters

FOR HIGH SCHOOL JUNIOR AND SENIOR STUDENTS ONLY

Date: _____

Student Name: _____

Student ID Number (8 digits):

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 This is required.

School: _____

Dear Student, Parent or Guardian:

If you choose to submit this form, you **must** check at least one of the two boxes below.

Check this box, if you want to block your contact information (name, address, and telephone number) from being sent to **military recruiters**.

Check this box, if you want to block your contact information (name, address, and telephone number) from being sent to **colleges and universities**.

If you do not submit a completed Opt-Out form, your contact information will be provided to recruiters upon request. If you submit this form but do not check at least one box, your contact information will be provided to recruiters upon request. If you complete and submit this Opt-Out form by December 1, 2011, your contact information will not be provided to the recruiters you indicate above.

Signature below:

Name

Relationship to Student (*Circle One: Self -- Parent -- Guardian*)

This form must be submitted to the Office of P-12 Management by December 1, 2011.

<p>Mail to: Tony Howard, Opt-Out Program Office of P-12 Management Chicago Public Schools 125 South Clark Street, 10th Floor Chicago, IL 60603</p>
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<p>Fax to: Tony Howard, Opt-Out Program Office of P-12 Management Fax Number: 773-553-2151 Subject: Opt-Out</p>
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