

# Lake Washington School District

## Request to Prevent Disclosure of Directory Information

### Student records are private by law

Federal law prohibits school districts from releasing information found in student files without parent/guardian permission, except for what is called directory information.

### Parents can tell the school and district to keep directory information private as well, with this form

Directory information may be released under the Family Educational Rights and Privacy Act of 1974 (FERPA). However, parents of students under age 18 and students themselves who are over 18 have the right to tell the school district and its schools to keep directory information private. The district does not release directory information for commercial purposes.

### What is directory information? Directory information includes:

Name	Dates of enrollment
Home address	Enrollment status
Photographs	E-mail addresses, including personal, parent and school-assigned
Telephone number(s)	Degrees and awards received
Date and place of birth	Participation in officially recognized activities and sports
Parent/guardian names	Weight and height of members of athletic teams

### Options for keeping directory information private

The district provides three options for withholding directory information, which means keeping it private. Each option concerns how widely the information can be communicated.

**Withhold from public use:** If you check this box, your student's directory information will not be used in any communication that could reach the public. That includes, for example:

- The school's website or district website, which can be reached by anyone
- A press release or media story (newspaper, radio or television) on an award, play or class project
- Graduation program
- District newsletter to all parents
- School video shown at a school board meeting open to the public and broadcast on television

**Withhold from district internal use:** If you check this box, your student's directory information will not be used in any communication within the school district. That includes, for example:

- A district newsletter that goes to all staff
- A secure internal district website that cannot be accessed from outside the district
- Any other publications directed at district staff members
- A video shown to teachers from other schools within the district

**Withhold from local/school use:** If you check this box, your student's directory information will not be used in any communication by his or her school. That includes, for example:

- Student or PTSA directory
- School website open only to classmates
- School yearbook
- E-mail mailing lists for PTSA communications
- School newsletter

### Students in Grades 9-12 Have Two Additional Options

**Withhold from Military:** If you check this box, your student's directory information will not be released to any branch of the armed services. The military is entitled to the names, telephone numbers, and addresses of high school students unless the parent, guardian, or student (even if under the age of 18) checks the box on this form. The military does have other sources for names and addresses, so checking this box does not guarantee that the military will not contact your child.

**Withhold from Higher education:** If you check this box, your student's directory information will not be released to any institution of higher education. Again, colleges and universities may get lists of students from other sources such as educational testing groups. Students may still ask for their information and records to be supplied to specific colleges or universities even if parents check this box. This option would only mean that responses to requests for the names and addresses of all juniors at a high school, for example, would not include your student's information.

Please fill out and sign the form on the other side of this page.

# Lake Washington School District

## Directory Information Withhold Form – SS100

If you do want the school and district to keep your student's directory information private, submit this form to your student's school office on or before September 15 of the current school year, even if you submitted a form last year. If you do not return the form by September 15 of the current school year or do not check any of the boxes on this form, directory information may be released. Please use one form for each student in your household. Additional forms are available at your student's school.

Please consider carefully the consequences of a decision to withhold directory information. Should you decide to ask the district to withhold information from public, district internal and local/school use; the district will not release any information on your student for any reason.

Please print:

Student's First Name \_\_\_\_\_ Student's Last Name \_\_\_\_\_

Student's School \_\_\_\_\_ Grade \_\_\_\_\_

### All Grades:

I want the school district to keep my student's directory information private by withholding it from:

- Withhold from public use.** Do not release my student's directory information to any outside entity or use in any communication that may reach the public, including event announcements, press releases or media coverage of any school events or programs, announcements of awards or achievements, **graduation announcement supply companies**, unrestricted school or district Web sites, or publications that are distributed to all parents in the district or to the community. **Note: by checking this box, a student's name cannot be announced at graduation or printed in the graduation program.**
- Withhold from district internal use.** Do not use my student's directory information in any internal district communication, including district staff newsletters or secure internal websites.
- Withhold from local/school use.** Do not use my student's directory information in any school-specific communication, including school newsletters or restricted-access class websites. **Note: By checking this box, your student's name and photo cannot be printed in the school yearbook or a school directory.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/guardian must sign unless the student is 18 years or older

### Grades 9-12 Only:

- Withhold from Military:** Do not release my/my student's directory information to the military.
- Withhold from Higher education:** do not release my/my student's directory information to institutions of higher education.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/guardian/student. - Students under 18 can sign this section.

# LAKE WASHINGTON SCHOOL DISTRICT – NURSE ALERT FORM

## Instructions for Completing the Nurse Alert Form

The Nurse Alert form on the other side of this card allows district nurses to gather information on students with serious health conditions. The form lists a few serious health conditions, but also allows space to indicate other serious health conditions that may not be listed. Minor health conditions that will not affect your child at school do not need to be listed on the form.

Please return the Nurse Alert form the day after you receive it, so the nurse can let the necessary staff know if your child has a serious health condition.

## Authorization for Administration of Medication Form

Parents/guardians and physicians/healthcare providers of students who will need to take medication at school will need to complete an **Authorization for Administration of Medication Form**. The form can be found on the Lake Washington School District Web site at: [www.lwsd.org](http://www.lwsd.org), or at the school office.

## Emergency Preparedness – Medical/Dietary Conditions

We request that parents/guardians of students with serious medical/dietary conditions provide medication and/or appropriate food to be kept at school in case there is an emergency that would detain them at school. All medications must be in the **original container** with a pharmacy label that matches the physician/health care provider orders. A three-day supply is requested.

If you have any questions, please contact the nurse for your child's school through the school office.

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# LAKE WASHINGTON SCHOOL DISTRICT – NURSE ALERT FORM

SP 41

The parent/guardian is responsible for informing the school if a student has a serious health condition.  
This information will be reviewed by a district nurse and shared with staff.

STUDENT NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_  
Last First  
SCHOOL \_\_\_\_\_ TEACHER \_\_\_\_\_ GRADE \_\_\_\_\_

- My child has no known serious health conditions. (No additional information is needed. Simply sign below and turn in.)  
 My child has the following serious health conditions that I want the school to be aware of.

## SERIOUS HEALTH CONDITIONS

- Life threatening allergy to \_\_\_\_\_  Behavioral health diagnosis \_\_\_\_\_  
 Seizure disorder \_\_\_\_\_  Cardiac \_\_\_\_\_  
 Diabetes \_\_\_\_\_  Activity Restrictions \_\_\_\_\_  
 Asthma \_\_\_\_\_  Other \_\_\_\_\_

## MEDICATIONS (including inhalers and over-the-counter medications)

- At home only \_\_\_\_\_  
 To be given at school\* \_\_\_\_\_

## CONTACT INFORMATION

Physician/Health care provider's name \_\_\_\_\_ Phone \_\_\_\_\_  
Parent/Guardian e-mail address \_\_\_\_\_ Phone \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*Medications given at school require an *Authorization for Administration of Medication* form available at [www.lwsd.org](http://www.lwsd.org) or at school office.

OVER



# Volunteering at Juanita High School 2011-12

All volunteers must be approved by the school district before volunteer service begins, and renewed every two years.

Online application at [LWSD.org](http://LWSD.org), under the "For The Community" tab, or contact district volunteer coordinator (425) 936-1300. For further assistance, inquire at JHS office (425) 936-1600.

Return form on Prep Days, or to office anytime. Or email directly to [JHSPTSA@yahoo.com](mailto:JHSPTSA@yahoo.com)

Name(s)		
Email		
Primary Telephone		
Student Name(s)		Grade level(s):
Availability (days, hours, etc.)		

### Please check all that apply:

#### **Anytime/As Needed**

Send me a notification of all needs, so I can choose what I am available for.

#### **Summer and First Day – EMAIL [JHSPTSA@yahoo.com](mailto:JHSPTSA@yahoo.com) if you are available**

Prep Day Seniors/Juniors 8/31, 7:50 AM – 10:30 AM, 11:50 AM - 2:30 PM - collect fees and forms

Prep Day Sophomores/Cambridge 9/1, 7:50 AM- 10:30 AM – collect fees and forms

First Day of School for Sophomores & Cambridge 9/6, 7:00-8:00 AM – distribute class schedules

First Day of School for Seniors & Juniors 9/7, 7:00-8:00 AM – distribute class schedules

#### **Daytime - One Day Help**

Picture Make-ups – September 15, morning

Picture Retakes – October 20, morning

PSAT Monitor, October 12, 7:30 AM

Misc. other help (office help; HSPE, Spring; ASB Election Observer, May; Career Days Monitor; etc.)

Staff Appreciation – bring potluck items for staff lunch and snacks throughout the year

Graduation, June 19, 2012 – decorate, monitor students before ceremony, other help as needed

#### **Daytime - Ongoing Help**

library

timer/scorer for sports

#### **Evening**

Dance chaperone – Homecoming, Tolo, Winter Dance, Senior Prom (circle preferences)

Scholarship & Awards Night Reception – refreshments only, May or June

Baccalaureate for Class of 2012 – chair and committee to organize entire event, June (PTSA committee)

#### **Senior Parents**

Senior Celebration for Class of 2012; fundraising, chaperoning, etc.

#### **Junior Parents**

start planning Senior Celebration for Class of 2013

#### **PTSA Seeking Help with the following:**

Volunteer Chairperson(s) – assign volunteers where needed

Outreach Coordinator – diversify and expand PTSA membership and participation

Scholarship Committee members – review and award PTSA scholarships (March and April)

Grant writer

#### **Do you have any ideas for us, or do you have any skills you would be willing to share at school?**

Example: *fluent in another language and could translate written materials;*

*willing to share your professional expertise or hobby with students. Complete on back of form.*

## Juanita High School PTSA Form 2011-2012

Return form with payment on Prep Days 8/31 & 9/1, Open House 9/21, or anytime to main office.  
If mailed, address to: JHS-PTSA, Juanita High School, 10601 NE 132<sup>nd</sup> St., Kirkland, WA 98034

### JHS-PTSA Membership

Parent/Staff Name: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

### Membership Dues/Directories\*:

Directories sent via 'kidmail'- please provide Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Staff: \$10.00** (includes one directory) \$ \_\_\_\_\_

**Individual: \$15.00** (includes one directory) \$ \_\_\_\_\_

**Couple/Dual: \$25.00** (includes two directories) \$ \_\_\_\_\_

**Additional Directory: \$5.00** each \$ \_\_\_\_\_

*Membership (at any level) is required to purchase additional directories*

**\*All students will be listed in our student directory. To opt out, use the district's "Directory Information Withhold Form" – Request to Prevent Disclosure of Directory Information.**

**Fundraising:** JHSPTSA is a 501(c)(3) non-profit corporation. Donations to Pass the Hat & Emergency Prep are tax-deductible, and eligible for matching funds from some employers. Contact your HR department for details.



**PTSA Pass the Hat Fundraiser**

*\$35.00 suggested donation*

\$ \_\_\_\_\_

⇒ To finance school enrichment, Baccalaureate, Scholarship & Awards Reception, scholarships, staff appreciation, hospitality, Reflections, PTSA leadership workshops, administrative costs, and donation to Lake Washington Citizen's Levy Committee.



**Emergency Preparedness**

*\$10.00 suggested donation*

\$ \_\_\_\_\_

⇒ To purchase batteries, 5 year food bars, sanitation equipment and other emergency supplies.

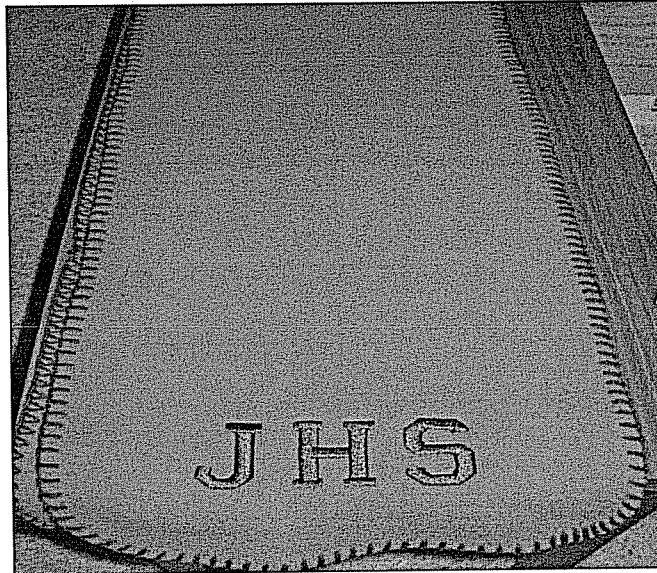
**TOTAL: \$** \_\_\_\_\_

**Make check payable to: Juanita HS PTSA**

Please contact Juanita HS PTSA at [jhsptsa@yahoo.com](mailto:jhsptsa@yahoo.com) with any questions.

## JUANITA REBELS FLEECE SCARF ORDER FORM

Stay warm this fall and winter while showing your rebel spirit with one of these great scarves. Scarves are made of a soft fleece and are machine washable.



The cost is \$20 for 1 OR 2 for \$30      Cash or Checks (payable to JHS PTSA)

QTY \_\_\_\_\_      Total \$ \_\_\_\_\_

You will be notified by email when your scarf is ready for pick-up.

NAME: \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

EMAIL ADDRESS: \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

PHONE NUMBER: \_\_\_\_\_

Questions, contact Amy Lofquist at [alofquist@msn.com](mailto:alofquist@msn.com) or Angela Dalas at [greekmom101@yahoo.com](mailto:greekmom101@yahoo.com)

# JUANITA REBELS STADIUM BLANKET ORDER FORM

You will want to take this embroidered blanket everywhere with you. One side is a warm black fleece (with JHS embroidered on it) and the other side a waterproof nylon. Best of all, you get to customize the nylon side. Choose either red or navy then pick one of the 2 choices listed below. Please note: only choice # 2 has the name.

The cost is only \$40.00, cash or checks (payable to JHS PTSA)

RED \_\_\_\_\_ NAVY \_\_\_\_\_

#1

Top:

**JUANITA**

Center: Class year: \_\_\_\_\_

or

Rebel flag: \_\_\_\_\_

Bottom:

**REBELS**

#2

Top:

**REBELS**

Center: Class year: \_\_\_\_\_

or

Rebel flag: \_\_\_\_\_

Bottom:

NAME: \_\_\_\_\_

(PLEASE PRINT CLEARLY IN CAPITAL LETTERS)

\*\*CAN USE FIRST, LAST OR NICKNAME – IT IS UP TO YOU\*\*

You will be notified by email when your blanket is done. Please allow 3-4 weeks for delivery.

NAME: \_\_\_\_\_

(PLEASE PRINT CLEARLY)

EMAIL ADDRESS: \_\_\_\_\_

(PLEASE PRINT CLEARLY)

PHONE NUMBER: \_\_\_\_\_

Questions, contact Amy Lofquist at [alofquist@msn.com](mailto:alofquist@msn.com) or Angela Dalas at [greekmom101@yahoo.com](mailto:greekmom101@yahoo.com)