



Columbia High School

17 Parker Avenue, Maplewood, New Jersey 07040

Phone 973.762.5600 ext. 1031 Fax 973.761.1387

Office of Guidance and Counseling

September 14, 2016

Dear Parents/Guardians/Students:

New Jersey and Federal Laws and Regulations require school districts *"to provide, upon request by military recruiters, students' names, addresses, and telephone numbers, unless a secondary school student or the parent of a student has requested that this information not be released without prior written parental consent."*

Colleges and universities, technical schools, other post-secondary institutions and military recruiters visit Columbia High School to speak with interested students. These visits are arranged through our Guidance and Counseling Department and announced in advance so that students may plan to attend.

In keeping with the requirements of the New Jersey and Federal Laws and Regulations, we will share requested information (limited to students' names, addresses, and telephone numbers) with military recruiters. In the event that a parent/guardian wishes to deny permission to share this information, a completed refusal form (bottom) must be on file in the Data Processing Department at CHS. Refusal forms must be completed and returned to Cheryl Hernandez in the Counseling Center by **October 14, 2016**. No student information will appear on any list released to the military recruiters for any student whose refusal form is received by **October 14, 2016**.

Should you have any questions about this matter, please feel free to contact Dr. Giordano at the telephone number listed above. Thank you for your cooperation.

Sincerely yours,

Elizabeth Aaron
Principal

Dr. Pamela Murray
Supervisor of Youth Development

Refusal to Release Personal Information Form

Can be signed by parents/guardians or student or both

Student: _____ Date: _____

Address: _____
(Number and Street) (Town) (State) (Zip)

I hereby specifically request that information related to my son/daughter, listed above, **not be shared** with official military recruiting personnel. I understand that any changes in this matter must be communicated in writing and forwarded to the Columbia High School Counseling Center.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

(Student may sign with or without parent signature)