

SAMPLE MEMO – Release of Directory Information to Armed Forces

TO: Parents/Students

FROM: *(name of school principal)*

SUBJECT: Student Information for the Armed Forces

DATE: School Year *(school year, for example, 08-09)*

Colorado State Statutes (C.R.S. 24-72-204 [3] [d]) requires the release of student directory information to the Armed Forces Recruiting Services. Schools will be required to release the names, addresses, and home telephone numbers of high school students to military recruiting officers UNLESS a student requests in writing that such information NOT be released.

If you do not want information released to recruiters, please fill in the attached form and return it to the counseling office by September 1 of the current school year.