



Roger León  
Superintendent

# Newark Board of Education

Ms. Carolyn Granato, Assistant Superintendent  
Student Support Services – Specialized Schools

Where Passion Meets Progress  
Mary Leigh Harvey, Director  
Office of Student Support Services

## MEMORANDUM

To: Principals, Vice Principals, and School Counselors  
From: Vernon Pullins, Jr., Supervisor  
Re: Opt Out Release of Student Information to Military, College Recruiters or Prospective Employers  
Date: SY 2022-2023

In compliance with federal and state law, I have provided each school community with the following via Google Drive access to the 2022-2023 Release of Student Information Resource Shared Drive. The following documents are in the drive:

- District File Code 61642
- District File Code 5125 Pupil Records
- Google Sheet for list of students **18 and over** that received the notice (schools are to use the template provided)
- Google Sheet for Opt Out list (schools are to use the template provided)
- Release of Student Information Form

### Instructions:

- School Counselor identifies student(s) that fit the criteria
- School Counselor provides the student and/or parent(s)/guardian(s) with the Opt Out Release of Student Information form to be completed and signed by student and their parent(s)/guardian(s) and returned to their school counselor **on or before Tuesday, October 4, 2022**
- School Counselor will upload to their school's Out Opt Google Drive folder the completed Google Sheet for the list of students 18 and over that received the notice
- School Counselor will upload to their school's Out Opt Google Drive folder the Google Sheet for Opt Out list
- All high schools will use the release of student information form and copy it to their school's letterhead for distribution to students and parent(s)/guardian(s).

### Due Date:

- Google Sheet documents and signed release of student information copies are to be uploaded to each school's folder **on or before Tuesday, October 4, 2022.**

### Link:

<https://drive.google.com/drive/folders/1WlyQQp0mUoJq0skRatJZVZQJPfqAkuSE?usp=sharing>

Google Drive file name: Release of Student Information File: 2022-2023