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August 21, 2009

At ACE Academy we plan to go on a large number of field trips and will be doing many different activities at school, as well as at our partner facilities. We also have visitors stopping by, as well as journalists who take pictures of our students in action and cover activities of the school for various newspapers and periodicals. During the year, we will also document some of the projects and post them to our website in our photo gallery.

We have reviewed our student records and realize that several families have requests on file that their student's information not be released through newspapers, websites, television, or other avenues. We are writing to clarify if your restriction on the release of directory information applies to the purposes of ACE Academy. Please take a few moments to visit the photo gallery on our website www.acecharterschool.org to see how these pictures are used.

If you want this restriction to apply to ACE Academy we ask that you return the bottom of this sheet to confirm your request. We will do our best to comply with your wishes.

We hope you enjoy the opportunity to see the students' pictures as they participate in some exciting educational activities. Let us know if you have any questions about our program or the uses of the photographs.

Sincerely,

Michael L. Taylor
Director

Student Name _____ **ID#** _____ **Date** _____

I do not want personally identifiable information** about my child used in (**Please check all applicable**):

Television/Radio Newspaper Student Directory Website Photo

****Personally identifiable information** is student name, parent name, address, phone number, photo, or other information that would help identify a student.

May we post unidentified pictures of your student in group activities on our website?
 Yes No

Signature _____