



## Tracking Opt-out Form Disclosures in SIM

Chicago Public Schools may disclose “directory information” without written parental consent to the following entities upon request, unless the parent/guardian opts out (i.e., advises the District that they do not want this information shared):

- External Parties – for all grade levels
- Military Recruiters – for 11<sup>th</sup> and 12<sup>th</sup> graders only
- Colleges and Universities – for 11<sup>th</sup> and 12<sup>th</sup> graders only

Schools can now track in SIM any student whose parent/guardian opts out of sharing directory information. Upon receipt of a completed Out-out form, staff with either Status Coordinator or Principal role should update the student’s record in IMPACT SIM, as follows:

1. On the *Student Demographics* page, *Address/Phone* tab, scroll down to the bottom of the page.

2. Under the *Opt-out Form Disclosures* panel, complete the following:

- Check each applicable checkbox.
- Enter the date received.
- Click *OK* to save.