

## Family Educational Rights and Privacy Act (FERPA)

### Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Allegany-Limestone Central School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Allegany-Limestone Central School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Allegany-Limestone Central School to include this type of information from your child's education records in certain school publications. Examples include:

- A drama playbill; school website;
- The school yearbook; District newsletter and other mailings;
- Honor roll or other recognition lists; classroom projects;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. (In accordance with Board of Education Policy 7241).

If you do not want Allegany-Limestone Central School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 or within two weeks of registration. Allegany-Limestone Central School has designated the following information as directory information:

- Student's name
- Photograph
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

This signature form remains in effect for a maximum time period of three (3) years (exception: seniors 4 years). Record of signatures will be recorded electronically in the ALCS Student Management System, updated annually. Renewal of this opt-out form will be collected from new students and students entering grade K, 3, 6, and 9.

### Student Directory Information/Photo Use Opt-Out Form

If you **DO NOT** want Allegany-Limestone Central School to use your child's photo for educational purposes in the District newsletter, yearbook, school web site, or District social media sites (i.e. Facebook, Twitter, Instagram, etc.), please sign below to opt-out.

Student Name(s) please print \_\_\_\_\_ Grade(s) \_\_\_\_\_

Parent Name(s) please print \_\_\_\_\_

Parent Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to your child's main office *only* if you are opting out of the above.**