

**WARWICK VALLEY CENTRAL SCHOOL DISTRICT
REVISED FERPA NOTIFICATION AND OPT OUT FORM**

Student Directory Information

Directory information is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if released.

In compliance with the Family Educational Rights and Privacy Act (FERPA), this serves as a revised public notice to parents or eligible students (at least 18 years of age) of the District's revised definition of directory information, the parent or eligible student's right to opt out of the release of student directory information, and the time period to opt out in writing. Following public notice and a reasonable response period, the District may release directory information without individual consent.

The District has designated the following information as directory information:

- a) name,
- b) address,
- c) telephone listing
- e) photographic/digital image, voiceprint, video and streaming video for instructional and school purposes.
- f) student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- g) Student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Opting-out

If you do not want the District to disclose directory information from your child's education records to any parties for any purposes, other than those required by law, without your prior written consent, you must notify **your child's building principal in writing by ****_____.

Parents and eligible students **may not**, by opting out of disclosure of directory information, prevent a school from:

- 1) Disclosing or requiring a student to disclose the student's name, identifier, or school email address (if any) in a class in which the student is enrolled; or
- 2) Requiring a student to wear or present a student identification card or a badge that displays information that may be directory information.

FERPA DIRECTORY INFORMATION OPT OUT FORM

TO: Principal Name: _____ School Name: _____

I object to the school or the District releasing any directory information of _____
[print student name]

I understand that once this form has been signed, I must provide prior written consent for the release of directory information.

Signature of parent (or the student, if at least 18 years of age)

_____ **Date:** _____