



ARDSLEY UNION FREE SCHOOL DISTRICT

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NOTICE TO PARENTS

Please be advised that the Board of Education has approved a resolution authorizing the release of directory information on student and student families effective 8/30/2016. This release will be in accordance with Board Policy #7241 (attached).

This information may be released to any person or group which agrees not to sell this information nor make it available to anyone else or any other organization or use it for any commercial purpose or fund raising.

If you wish to exclude the release of your child's name and address, please send written notification by September 29, 2017 to:

Ms. Barbara Koppel – Record Access Officer
500 Farm Road
Ardsley, NY 10502

Required Annual Notifications to parents/guardians are posted on the website. Please review these documents and check periodically for updates.

Student Directory Information and Limited Directory Information

Directory information is information that generally would not be considered harmful if released from a student's record. Limited directory information means that the District may limit disclosure of its designated directory information to specific parties, for specific purposes, or both. The District has the option under FERPA of designating certain categories of student information as student "directory information." The Board designates the following as "directory information":

- Student's name
- Student's address
- Grade level
- Participation in school activities or sports
- Weight and height if a member of an athletic team
- Dates of attendance
- Degrees and awards received

In addition, to the above designated "directory information" the Board designates the following information as "limited directory information," which may be released only to students, parents/guardians, PTAs, education foundations and other school-related organizations:

- Student's Telephone number
- Parents'/Guardians' email address

Social security numbers or other personally identifiable information will not be considered directory information.

If parents/guardians and students opt out of having directory information shared, the student will still be required to wear, display or disclose their student ID cards.

Prior to the release of limited directory information, as described above, to any school-related organization, such organization shall provide to the Superintendent or designee, in writing, for approval, the intended purpose and distribution for the limited directory information. Other than the approved purpose and distribution, the school-related organization shall be required to sign a statement warranting that the limited directory information provided shall not be released or disseminated in any manner to any third party, including any individual, organization or municipality. Failure to comply with this requirement will result in the District not releasing any directory or limited directory information to such organization.

NOTE: Refer also to Policy #7242 - Military Recruiters' Access To Secondary School

Adopted: 7/3/12

Revised: 5/3/16; 8/30/16