



ARDSLEY UNION FREE SCHOOL DISTRICT

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NOTICE TO PARENTS

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

Please be advised that the Board of Education has approved a resolution authorizing the release of directory information on student and student families effective 6/5/2018. 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 28, 2018 to:

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

POLICY

2018 7241

Students

SUBJECT: STUDENT DIRECTORY INFORMATION (REVISED)

The District shall publish an annual public notice informing parents or eligible students (i.e., a student eighteen (18) years of age or older or who is attending an institution of post-secondary education) of the District's definition of directory information, the parent/eligible student's right to refuse the release of student directory information and indication of the time period for their response. (Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.) Following such public notice and a reasonable response period, the District may release such information to an outside group without individual consent.

The Family Educational Rights and Privacy Act (FERPA) defines student directory information as any of the items as indicated in the following list. The Ardsley Union Free School District will release the following defined directory information as checked below:

- name
- address
- telephone listing
- date and place of birth
- major field of study
- grade level
- participation in officially recognized activities and sports
- weight and height (for members of athletic teams)
- dates of attendance
- honors, degrees and awards
- email address
- photograph
- name of educational institution previously attended
- 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.
- 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.

Parents and eligible students may not, by opting out of disclosure of directory information, prevent a school from requiring a student to wear or present a student identification card or a badge that displays information that may be directory information. A student's social security number, in whole or part, will not be designated as directory information.

Limited Directory Information Disclosure

Limited Directory Information Disclosure means that that the District may limit disclosure of its designated directory information to specific parties, for specific purposes, or both. Allowing limited directory information disclosure may permit the District to use student directory information for such limited purposes as school yearbooks, honor roll lists, graduation programs, playbills and other similar uses, without obtaining individual consent. Limiting the disclosure of such information may be beneficial when the District perceives such disclosure as putting students at risk of becoming targets of marketing campaigns, news media or possible victims of criminal acts. The District shall limit its disclosure of its designated directory information as specified in its public notice to parents and eligible students.

Military Recruiter Access

The release of student directory information is not to be confused with the release of names, addresses and telephone listings of eligible students (i.e., a student 17 years of age or older or in the eleventh grade (or its equivalent) or higher) to Military Recruiters. The District will notify parents that by law it routinely releases this information to Military Recruiters upon request subject to a parents' or eligible students' request not to disclose this information with written parental verification of the request.

Family Educational Rights and Privacy Act of 1974, 20 United States Code (USC) Section 1232(g)
34 Code of Federal Regulations (CFR) Part 99

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

Adopted: 7/3/12
Revised: 5/3/16; 6/5/18