



# Averill Park Central School District

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**Matthew Hladun**  
*Assistant Superintendent  
for Teaching and Learning*

**Dr. James Franchini**  
*Superintendent of Schools*

**Carrie Nyc-Chevrier**  
*Assistant Superintendent  
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Dear Parent/Guardian:

As we all know, student safety is our highest priority, and we have an obligation to protect our students' identity and keep information about our students confidential.

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, requires schools to keep a student's education records confidential and, except for a limited number of circumstances listed in that law, prevents the disclosure of a student's education record to a third party without the parent/student's prior written consent. However, the law allows schools to disclose appropriately designated directory information without written parental consent unless the parents have advised the school district to the contrary in accordance with school district procedures.

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 addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information names, addresses and telephone listings — unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Averill Park designates the following information as "directory information" that can be disclosed without written parental consent include:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **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**

- **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**
- **A 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.**

From time to time, the Averill Park Central School District publishes student directory information on the district website, in school publications, or in media releases to recognize student achievement or depict activities of the district. For parents who are ok with the release of directory information, they do not need to do anything in response to this letter.

Parents who do **not** want the School District to disclose any information designated above as directory information from their child(ren)'s education record without their prior written consent, must complete the form below and return it to your child's principal. Examples of items where your child's name would **not** be included are:

- A school playbill  
Yearbooks
- Honor roll or other recognition lists
- Graduation programs
- Sports stories in newspapers including photos of athletes and/or team statistics showing weight and height of team members
- A photo of your child in the district newsletter depicting him or her at work in the classroom or during some other school activity
- The school website

Thank you for your understanding and again, **please complete the form below and return it to your eldest child's principal, if you prefer that your child's directory information NOT be used or publicized.** If you have any questions, please contact your child's principal.

Sincerely,



James R. Franchini, Ed.D.  
Superintendent of Schools

AVERILL PARK CENTRAL SCHOOL DISTRICT

FERPA Directory Information and Image Opt-Out Form



Option 1 - Please do **not** use or release directory information, including images, of my child(ren) for any reason, including to third-party vendors or for school publications. This is valid for the current school year.

Option 2 - Please do **not** use or release directory information, including images, of my child(ren) to any third-party vendors who are not associated with the creation of school publications. This is valid for the current school year.

- Selecting Option 2 **will** allow for your child's directory information and images to be utilized for school publications, including yearbooks, athletic rosters and promotions, theater playbills and promotions, the District website, and other District publications.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (print)	Grade	School	Teacher Name

Please return this form to your eldest child's principal.