

September 2016

Dear Parent/Guardian:

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Bath Central School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bath Central School District 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 Bath Central School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- 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 addition, the New York State Education Law 2-1 and two federal laws require school districts receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with student names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without prior written consent.

Bath Central School District has designated the following information as directory information:

- Student's Name
- Address
- Telephone Listing
- Photograph
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

If you do not want Bath Central School District to disclose some or all directory information from your child's education records without your prior written consent, **you must complete the form on the back of this letter and return it to the high school office by September 15th.**

If you have any questions regarding this information, please give me a call at 776-4107, ext. 2100.

Sincerely,

Michael Siebert
Principal

RESTRICTION OF THE RELEASE OF DIRECTORY INFORMATION

For _____ GRADE: _____
Student's Name

The following directory information should not be released for any school publications (yearbook, playbill, athletic program, newsletter, website, hallway display, etc.) or released to any outside organizations (newspapers, companies selling class rings, graduation announcements, etc.) without prior written consent:

CHECK ONLY THE ITEMS YOU **DO NOT** WANT RELEASED.

_____ Student's Name

_____ Address

_____ Telephone Listing

_____ Photograph

_____ Grade Level

_____ Participation in officially recognized activities and sports

_____ Weight and height as member of athletic team

_____ Degrees, honors, and awards received

Specific exceptions to the above restriction: _____

RESTRICTION OF THE RELEASE OF PERSONAL INFORMATION TO MILITARY RECRUITERS

The following information should not be released to military recruiters from any branch of the US Military without prior written consent:

CHECK ONLY THE ITEMS YOU **DO NOT** WANT RELEASED.

_____ Name

_____ Telephone Number

_____ Address

Specific exceptions to the above restrictions: _____

Parent/Guardian: (please print) _____

Parent's/Guardian's signature: _____

Date: _____