

<b>POLICY</b>	<b>5500</b> <b>Adopted: August 22, 2006</b> <b>Student Policies</b>
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**SUBJECT: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Greater Southern Tier BOCES, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the BOCES may disclose appropriately designated “directory information” without written consent, unless you have advised the BOCES to the contrary in accordance with BOCES procedures. The primary purpose of directory information is to allow the BOCES to include this type of information from your child’s education 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, New York State Education Law § 2-a and two Federal laws require the BOCES 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 BOCES that they do not want their student’s information disclosed without their prior written consent. New York State Education Law § 2-a also permits disclosure.

If you do not want the BOCES to disclose some or all directory information from your child’s education records without your prior written consent, you must notify the BOCES in writing by October 1<sup>st</sup>. The BOCES has designated the following information as directory information: [Note: the BOCES may, but does not have to, include all the information listed below.]

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**5500**

**Adopted: August 22, 2006**

## **Student Policies**

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level