





Altmar-Parish-Williamstown Central School District

District Office

 639 County Route 22 • Parish, NY 13131

 (315) 625-5250

 (315) 625-7952

 www.apwschools.org

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that APW CSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, APW CSD may disclose appropriately designated "Directory Information" without written consent, unless you have advised the district to the contrary in accordance with the district's procedures. The primary purpose of directory information is to allow the district to include 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 football, showing weight and height of team members.

The APW Central School District classifies the following student information as "Directory Information."

- name
- address
- telephone number
- parent(s) names and addresses
- class designation
- date and place of birth
- participation in school clubs, activities, and sports
- dates of attendance
- degrees and awards received
- most recent educational institute or agency attended by student and student's picture

"Directory Information," generally not considered harmful or an invasion of privacy if released, may be available for bona fide purposes to outside parties such as colleges, newspapers, social service agencies, yearbook publishers, companies that manufacture class rings, and the military. Any eligible student or parent wishing to limit the availability of this information must do so within 14 days of this notification by contacting the student's guidance counselor (junior-senior high school) or building principal (elementary school) and requesting the "Reservation of Consent for the Release of Certain Student Information Form." This should be done annually.

Other questions regarding these rights should be referred to the student's building principal.