*** THE GREENBURGH-GRAHAM UNION-FREE SCHOOL DISTRICT***

 ***1 SOUTH BROADWAY***

 ***HASTINGS-ON-HUDSON, NEW YORK 10706***

 ***(914) 478-1106, EXT. 4401 FAX (914) 478-0904***

***Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information***

***Release and Permission and Use and Disclose Student Pictures, Images and Media***

Pursuant to FERPA, a District may identify and disclose, without written consent, certain information which is identified as “directory information” about your child. This information is frequently used in the contest of the District website, e-mail, print or electronic publications or other community information. The District designates the following information as “directory information.”

* **Student’s Name**
* **Student ID number**
* **Address**
* **Date of Birth**
* **Telephone listing**
* **Electronic Mail Address**
* **Photograph or images (digital, video or print)**
* **Dates of Attendance**
* **Grade level**
* **Original student work**
* **Participation in officially recognized activities and sports**
* **Weight and height of members of athletic teams**
* **Degrees, honors and awards received**

Directory information, 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 may include, *but are not limited to*, companies that manufacture class rings, publish yearbooks, or manufacture and sell class or school merchandise, etc.,.

The District also allows outside media, including newspapers, television and radio, to cover some events as well. Images resulting from this coverage may be published in print, on a web site or on television. Information released with these pictures and/or video may include:

* **Student's name**
* **Student's grade in school**
* **Degrees, honors and awards received**
* **Original student work**
* **Participation in officially recognized activities and sports**
* **Weight and height of members of athletic teams**

The District does not release address or biographical information to the media, beyond what is listed above.

The District is required to provide military recruiters, upon request, with the following information- names, addresses and telephone listings, unless parents have advised the District that they do not want their student’s information disclosed without prior written consent.

If you do not want the Greenburgh Graham UFSD, their successors, and their assignees to disclose any or all types of information designated above as directory information from your child’s record without your prior written consent, you may “opt out” by signing the form below. Otherwise, the District is authorized to disclose, without obtaining your written consent, any and all of the above referenced information. By not opting you are also releasing the Greenburgh Graham UFSD, their successors, and their assignees and any others from their use of your child’s image and/or voice, artwork, and/or written work pursuant to this media release from any and all claims, damages, liabilities, costs and expenses which you or your child now has or may hereafter have by reason of any use thereof.

If, for any reason, you do not want to have your child directory information, including images or original work, used by the any outside media agency or individual, or by the District, please complete the form below and return to your child's homeroom teacher. If you have any questions, please contact Tracy Woodson at (914) 478-1106, ext. 4432 or via email at: twoodson@greenburghgraham.org.

**Greenburgh-Graham UFSD Directory Information, Photo, Images and Media Opt-Out Form**

I do not want the types of information described above regarding my child:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Student)

released to outside newspapers, television stations or used by the District.

Signed:

Parent/Guardian

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian

Relationship to child: Date:

**\*\*Teacher should file with building Principal and District Clerk\*\***