

RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) allows schools to disclose, without parental consent, certain “directory information” such as a student’s name, address, telephone number, date and place of birth, participation in athletics, honors, awards, photograph, and dates of attendance, unless parents/guardians have advised the District to the contrary.

The South Colonie Central School District only releases a student’s name, grade, honor, awards, and photographs in publications and to the media, post-secondary institutions, and military branches. Other directory information as listed in FERPA is not released without prior parent/guardian notification and approval.

Parents/guardians wishing to “opt-out” of normal release information should return the forms to the Building Principal by September 15 of each school year. Any requests to “opt-out” after that date may require up to ten (10) school days to process.

The Superintendent shall ensure that Building Principals have protocol in place to obtain written permission for the release of information other than indicated by the District’s past practice.

Reference: Family Educational Rights and Privacy Act (FERPA)

Approved: January 17, 2012