

RELEASE OF DIRECTORY INFORMATION

During the course of the school year, Candor Central School District releases student information such as names, addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, photographs, and the name of the school previously attended by the student. This information, by law, can be released by the district without prior consent of the parents and appears in such things as programs for athletic events or concerts, the honor roll, the yearbook, etc. Parents or legal guardians must notify the Superintendent in writing by January 2, 2018 if some or all of this information is **not** to be released without prior consent. Please send this notification to the CCS District Office, PO Box 145, Candor, NY 13743.

School Notice to Parents of Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Candor Central School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Candor 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 the Candor Central School District 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 and other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Share work samples and other artifacts with TST BOCES School Improvement Services, as part of the District's effort to improve instruction for all students.

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 their prior written consent.

If you do not want Candor Central School District to disclose some or all directory information from your child's education records without your prior written consent, you must notify the district in writing within 30 days after the publication of this notice. Candor Central School District has designated the following information as directory information:

- | | |
|----------------------------|--|
| 1. Student's name | 8. Dates of attendance |
| 2. Address | 9. Grade level |
| 3. Telephone listing | 10. Participation in officially recognized activities and sports |
| 4. Electronic mail address | 11. Weight and height of members of athletic teams |
| 5. Student's Image | 12. Degrees, honors, and awards received |
| 6. Date and place of birth | 13. The most recent educational agency or institution attended |
| 7. Major field of study | |

Candor Central School District
PO Box 145
Candor, NY 13743
Contact: Jeffrey Kisloski, Superintendent of Schools