



# East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

**Dr. Clarence G. Ellis**  
Superintendent of Schools

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## **MEDIA RELEASE & FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OPT-OUT FORM**

Dear Parent/Guardian:

The East Ramapo Central School District is proud to provide the community with information about student-related events, activities, and achievements through district newsletters, media releases, media outlets (i.e., television stations, radio stations, newspapers, and magazines), social media, and the district website, [www.ercsd.org](http://www.ercsd.org).

The Family Educational Rights and Privacy Act (FERPA), a federal law, allows schools to disclose student directory information to selected government agencies without written parental consent unless parents/guardians have advised the school district to the contrary (“opt-out” forms). Directory information that may be published may include a student’s name, grade, awards, activities, photograph, etc.

Further, these rules will implement Education Law Section 2-d and provide guidance to educational agencies and their third-party contractors on ways to strengthen data privacy and security to protect student data and annual professional performance review data.

If you wish to “opt-out” and not permit your child’s photo and/or directory information to be used in district newsletters, media releases, and the district website, please complete the form on the back of this letter and return it to your child’s building principal no later than ten days after receipt of this letter.

Sincerely,

Dr. Clarence G. Ellis  
Superintendent of Schools

**IT IS IMPORTANT THAT YOU ONLY FILL OUT THE FORM IF YOU *DO NOT* WANT YOUR CHILD'S PHOTO AND/OR INFORMATION USED.**

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**Student's Name (printed)** \_\_\_\_\_

**Please CHECK the statement(s) below that you expect ERCSD to follow. Please Check**

- Do not release my child's name, address, and telephone number to United States military recruiters.
- Do not release my child's name, address, and telephone number to institutions of higher education.
- Do not release my child's directory information to any organization of parents, teachers, students, former students, businesses, agencies, or any combination of these groups.
- Do not release my child's directory information to anyone.
- Do not permit the use of my child's directory information or image(s) for use in ways **checked below (check all that apply):**
  - Video Productions or print for media outlets
  - Education Promotions in video or print media
  - Digital Pictures for Internet Use or E-newsletters
  - Yearbook

Parent/Guardian

(print): \_\_\_\_\_

Home Address: \_\_\_\_\_

City Zip: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_