



## **REFUSE TO PUBLISH STUDENT'S PHOTO AND/OR NAME**

***Please return this form the main office of your child's school***

**NOTE: ONLY RETURN THIS FORM IF YOU WANT TO REFUSE either part**

### **REFUSE TO PUBLISH MY STUDENT'S PHOTOS**

Only complete this part of the form if you DO NOT want your child's photo to be published. This will include Onteora web page, newsletter, social media pages, and general newspaper articles.

#### ***KEEP IN MIND:***

If you sign this part of the form your child's photo WILL NOT BE INCLUDED if they participate in a photographed activity that is being publicized on our web page, social media pages or to the press.

#### **SELECT ONE:**

- I do not want my **Child's PHOTOGRAPH** to be used by the District at **ANY TIME** in the 2024-2025 School Year
- I do not want my **Child's PHOTOGRAPH** to be used by the District at **ANY TIME** in the 2024-2025, **EXCEPT** that it can be published in the yearbook and/or shared with the organization publishing the yearbook.

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### **REFUSE TO PUBLISH MY STUDENT'S NAME**

Only complete this part of the form if you DO NOT want your child's name to be published. This will include Onteora web page, newsletter, social media pages, general newspaper articles, sports, and honor roll list.

#### ***KEEP IN MIND:***

If you sign this part of the form, when your child participates in an activity that is being publicized on our web page, social media pages or to the press (such as sports and the honor roll list) your child's name WILL NOT BE INCLUDED.

#### **SELECT ONE:**

- I do not want my Child's **NAME** to be used by the District at **ANY TIME** in the 2024-2025 School Year
- I do not want my Child's **NAME** to be used by the District at **ANY TIME** in the 2024-2025 School Year, **EXCEPT** that it can be published in the yearbook and/or shared with the organization publishing the yearbook.

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

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

# Family Educational Rights and Privacy Act (FERPA)

2024-2025 School Year

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605

In addition to the rights outlined above, FERPA also gives the district the option of designating certain categories of student information as "directory information." Directory information includes a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended.

You may object to the release of any or all of this "directory information"; however, you must do so in writing with 14 days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent.