

Washington-Saratoga-Warren-Hamilton-Essex BOCES Annual Family Educational Rights and Privacy Act (FERPA) Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Washington-Saratoga-Warren-Hamilton-Essex BOCES with certain exceptions obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the BOCES may disclose appropriately designated "directory information" without written consent, unless you have advised the BOCES to the contrary in accordance with BOCES procedures. The primary purpose of directory information is to allow the BOCES to include this type of information from your child's education records in certain school publications. Examples include:

- Academic program (i.e. listing of students in a musical concert)
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs and extra-curricular and co-curricular activity sheets, such as a program listing student names and programs for SKILLS USA or FFA.
- 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 not limited to, companies that manufacture class rings or publish yearbooks with names and child's listings – unless parents have advised the BOCES that they do not want their information disclosed without their prior written consent.

The WSWHE BOCES has designated the following information as directory information. If you do not want the BOCES to disclose directory information from your child's education records without your prior written consent, you must notify the BOCES in writing by September 15th of each new school year. (Note: the BOCES may, but does not have to, include all the information listed below.):

- Student's name
- Name of child's parent(s), only upon crediting a student's accomplishment
- Participation in officially recognized activities
- Photographs and Videos
- Grade level
- Degrees, honors, and awards received.
- Public Relations Use Of Student Data/Photos: From time to time, school district officials may release student information (name, address, grade level, photograph, art, work, academic interest, participation in officially recognized activities and sports, terms of school attendance and graduation, awards received, etc.) for use in school district publications or within school building Web sites, or to the media for public relations purposes.

Parents who object to the release of their child's information and/or photograph should make their request in writing on or before September 15th of the current school year. Please send written notification to: Director of Instructional Programs, WSWHE BOCES, 15 Henning Road, OASES Building, Saratoga Springs, NY 12866.

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its programs and activities, including employment and admission as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Donna J. Wisenburn, Assistant Superintendent for Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828. phone: (518) 581-3310 or (518) 746-3310, email: dwiseburn@wsweboces.org or tplace@wsweboces.org. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov