



IRVINGTON PUBLIC SCHOOLS

NOTIFICATION AND REFUSAL FORM
REFUSAL TO PERMIT DISCLOSURE OF DIRECTORY INFORMATION
ANNUAL NOTICE MANDATED BY FERPA - 2012-2013

Irvington Public Schools, under the Federal Family Educational Rights and Privacy Act (FERPA), may disclose appropriately designated "Directory Information" without written consent, unless parents/guardians have advised the District to the contrary in accordance with District procedure. This information is requested annually, and must be renewed annually.

Directory information can be disclosed to outside organizations without a parent's prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Only a parent or student (18 years of age or older) who wishes to have any/all of the designated "Directory Information" withheld from outside parties is to complete this form.

In addition to the requirements of FERPA, two federal laws require local educational agencies to provide military recruiters, upon request, with the names, address and telephone listings of secondary students unless the secondary student or the student's parents have advised the school in writing that they do not want the student's information disclosed.

Place an "X" in front of any information listed below that you do not wish to have disclosed about your child. Sign and date the form and return it to the Main Office of your child's school by February 1, 2013. DO NOT RETURN THIS FORM IF NO INFORMATION IS TO BE EXCLUDED.

- Checkboxes for: Name, Address, Telephone Number, Grade Level, Date and place of birth, Major field of study, Dates of Attendance, Participation in officially recognized activities/sports, Weight and height of members of athletic teams, Degrees, awards and honors received, Most recent school attended, Photographs (yearbook photo or district publication), Potential graduation date, Name of Parent/Guardian

Place an "X" in the following blank if you do not wish to have the student's name, address, and telephone number disclosed to military recruiters:

_____ Military recruiter information

In accordance with FERPA and other applicable law, the Irvington Public Schools will disclose information to school officials who have a legitimate educational interest in the records, to authorized federal and state agencies and authorities, to law enforcement officials, to the Juvenile Court, to conduct studies, to accrediting institutions, to respond to a lawfully issued subpoena, to medical facilities for emergency situations, and as otherwise required or permitted by law.

Student Name: _____ Date of Birth: _____
Parent/Guardian Signature: _____ Date: _____
Student Signature (if 18 years and older): _____ Date: _____