

FERPA Notification & Opt-Out Form

The [Federal Family Educational Rights and Privacy Act](#) (FERPA) generally protects "student records" from disclosure. However, FERPA allows schools to disclose, without parental consent, certain "directory information" unless parents have advised the district to the contrary.

The primary purpose of the "directory information" exception to FERPA is to allow Hudson City School District (HCSD) to include this type of information in certain school publications. In addition, it allows for the publicity of student accomplishments or specific educational programs to the electronic (television, online) and print (newspaper) media. Examples include but are not limited to:

- Honor roll or other recognition lists
- A playbill, showing your student's role in a drama production
- Graduation programs
- Sports activity sheets (such as for football, showing weight and height of team members)

HCSD has designated and historically released the following directory information when appropriate:

- Student's name
- Grade level
- Major field of study
- Town/city of residence
- Dates of attendance
- Participation in officially recognized activities and sports (such as student accomplishments in competitions, concerts, games, performances, etc.)
- Photograph
- Degrees, honors, and awards received
- The most recent educational agency or institution attendance

If you do not want the Hudson City School District to disclose directory information from your child's education records without your prior written consent, you must fill out the FERPA opt-out form below and return it to the main office of your child's school. This form must be filed annually by **October 1st** of the current school year.

Student's First and Last Name: _____

Building (check one): ___ MCS Elementary ___ Hudson Junior High ___ Hudson Senior High

___ Please do not disclose directory information from my student's education records.

Reason for Opt-out:

Parent/Guardian Full Name and Address (for verification):

Parent/Guardian Signature: _____ **Date:** _____

If you have any questions or trouble filling out the FERPA opt-out form, please call the main office of your child's school. Please note: Parents/guardians who opt a student out of FERPA may provide written confirmation to a building principal for a student to be included in a specific place where directory information is used. It is the parent or guardian's responsibility to make this request.