

September 28, 2023

Dear Parent/Guardian:

In compliance with the Family Educational Rights and Privacy Act (FERPA), this serves as the annual public notice to parents/guardians of the Liverpool Central School District's definition of directory information, your right to opt-out of the release of student directory information, and the time period to opt-out.

Directory information is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if released. The District has designated the following information as directory information:

- Student's name
- Address
- Parent/Guardian's name and address
- Telephone listing
- Date and place of birth
- Participation in sports and activities
- Weight and height (for members of athletic teams only)
- Dates of attendance
- Honors, degrees and awards
- Name of educational institution previously attended

The primary purpose of directory information is to allow the District to include the identified information in certain school publications. Examples include: a playbill, showing a student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports programs, such as for wrestling, showing weight and height of team members.

The District may also release directory information to outside organizations that include, but is not limited to, companies that manufacture class rings or publish yearbooks.

**Please complete and return the form below to your child's school by October 12 if you do not want the District to disclose your child's directory information during the 2023-2024 school year.**

Thank you,

Daniel G. Henner  
Superintendent of Schools

---

### Release of Directory Information Opt-Out for Students in Grades K-12

☐

I object to the release of any directory information for my child during the 2023-2024 school year.

Student Name:

Grade:

School:

---

Parent/Guardian Signature

---

Date