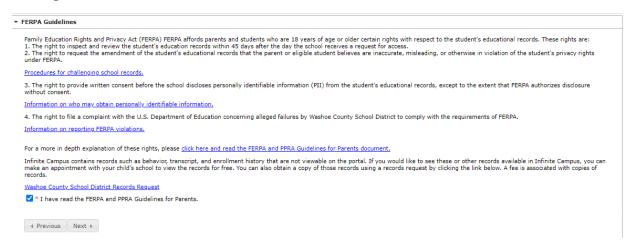
## FERPA: External and School Media

## When is Parent Permission Required?

What needs to be marked where for student publications such as class picture, yearbook, school newspaper or for outside media such as print, broadcasting, and online outlets?

When parents do online registration (OLR), and all parents must do OLR, parents are required to read the FERPA guidelines. They must check the box that they read about FERPA before moving on.



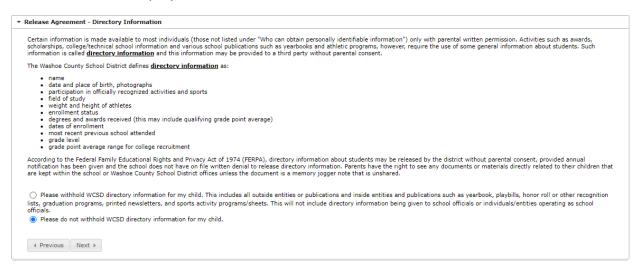
The next FERPA permission parents must fill out to move on is External Media. If the parent checks yes, the student can participate in external media such as <u>interviews with TV, radio, or</u> newspaper, only if the parent has also checked No to withholding directory information.



Parents then give permission for School Publications. If the parent checks yes, the student can participate in any school publications such as yearbook, class picture, and school newspaper only if the parent has also checked No to withholding directory information.



The final box parents check on the FERPA tab has to do with Releasing Directory Information. If the parent checks No, that means they do not want the information to be withheld and are okay with it being release. If the parent checks Yes, that means they want their students directory information to be kept private for anyone not within the school district or who is acting as a school official. Parents cannot opt out of information being released to school officials or district employees.



To learn more about directory information, please go to the District Webpage> Departments> Student Accounting> Family Education Rights and Privacy (FERPA)> What is directory information?

You can find all of the information from OLR in Infinite Campus (IC) on the student's Summary Tab under District Defined Elements at the bottom of the Summary Tab.

- 1. If Restrict Directory Info is N, that means directory information can be released on the student.
- 2. If Restrict Directory Info is Y, that means no directory information can be released on the student no matter what is marked in External and School Media. Teachers should be made aware of students who have Restrict Directory Info marked N so that they do not send that student's name on class lists except when the list is for school officials such as transportation for a field trip.
- 3. If External Media is Y AND Restrict Directory Info is N, that means that the student can participate in external media.
- 4. If School Media is Y AND Restrict Directory Info is N, that means that the student can participate in school media.
- 5. If External Media is N no matter what Restrict Directory Info is marked, that means that the student cannot participate in external media.

6. If School Media is N no matter what Restrict Directory Info is marked, that means that the student cannot participate in school media.

