

## 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.

▼ FERPA Guidelines

Family Education Rights and Privacy Act (FERPA) FERPA affords parents and students who are 18 years of age or older certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

[Procedures for challenging school records.](#)

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

[Information on who may obtain personally identifiable information.](#)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Washoe County School District to comply with the requirements of FERPA.

[Information on reporting FERPA violations.](#)

For a more in depth explanation of these rights, please [click here and read the FERPA and PPRA Guidelines for Parents document.](#)

Infinite Campus contains records such as behavior, transcript, and enrollment history that are not viewable on the portal. If you would like to see these or other records available in Infinite Campus, you can make an appointment with your child's school to view the records for free. You can also obtain a copy of those records using a records request by clicking the link below. A fee is associated with copies of records.

[Washoe County School District Records Request](#)

☒ \* I have read the FERPA and PPRA Guidelines for Parents.

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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 **interviews with TV, radio, or newspaper**, only if the parent has also checked No to withholding directory information.

▼ Release Agreement - External Media

☒ Yes- I consent for my student's image, voice and/or name to be used by independent media sources including but not limited to print, broadcasting, and online outlets. Please note that you must also approve the release of directory information for a student's image, voice, and/or name to be used in external media.

☐ No - I do not consent.

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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.

▼ Release Agreement - School Publications

☒ Yes - I consent for my student's image, voice, and/or name to be used in school publications including but not limited to yearbook, class picture, and school newspaper. Please note that you must also approve the release of directory information for a student's image, voice, and/or name to be used in school publications.

☐ No - I do not consent.

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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.

▼ Release Agreement - Directory Information

Certain information is made available to most individuals (those not listed under "Who can obtain personally identifiable information") only with parental written permission. Activities such as awards, scholarships, college/technical school information and various school publications such as yearbooks and athletic programs, however, require the use of some general information about students. Such information is called **directory information** and this information may be provided to a third party without parental consent.

The Washoe County School District defines **directory information** as:

- name
- date and place of birth, photographs
- participation in officially recognized activities and sports
- field of study
- weight and height of athletes
- enrollment status
- degrees and awards received (this may include qualifying grade point average)
- dates of enrollment
- most recent previous school attended
- grade level
- grade point average range for college recruitment

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by the district without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information. Parents have the right to see any documents or materials directly related to their children that are kept within the school or Washoe County School District offices unless the document is a memory jogger note that is unshared.

☐ Please withhold WCSD directory information for my child. This includes all outside entities or publications and inside entities and publications such as yearbook, playbills, honor roll or other recognition lists, graduation programs, printed newsletters, and sports activity programs/sheets. This will not include directory information being given to school officials or individuals/entities operating as school officials.
 ☒ Please do not withhold WCSD directory information for my child.

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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.

<b>Summary</b>	Profile	Enrollments	Schedule	Attendance	Flags
 <b>Person Summary Report</b>	 <b>Person Summary Report w/ Picture</b>		 <b>Print Mail</b>		
<b>NV College Data Sharing</b>		<b>No Middle Name/Initial Verified</b> 1			
<b>Volunteer Approval Date</b>		<b>Fingerprint Date</b>			
<b>Connect Ed Opt Out</b> 0		<b>FAFSA Opt Out</b> 0			
<b>ConEdLang</b> ENG		<b>Counselor</b>			
<b>Con Ed Emergency Number 1</b> (775)400-3955		<b>Registration</b> C			
<b>Con Ed Emergency Number 2</b> (775)219-8386		<b>Verification</b> V			
<b>Connect Ed Text</b> (775)400-3955		<b>Restrict Directory Info</b> Y			
<b>SB147 Checked</b>		<b>Military Release Opt Out</b> 0			
<b>Federal Impact Aid</b>		<b>RISE Orientation</b> 0			
<b>SHARE</b>		<b>External Email Opt-in</b>			
<b>Student Travel</b> Y		<b>External Media</b> Y			
<b>SOS Screening Consent</b>		<b>School Media</b> Y			