

NOTE: While Colorado school districts are not required by law to adopt an exhibit on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Opt-Out Form for Student Image Publishing

Classroom activities and school events are sometimes photographed or videotaped by the school or media groups (newspaper, television, university, district public relations, etc.) In addition, the district or school may want to post articles, video or photography on district or school websites.

This form applies to classroom activities and school events that are not open to the public. Public events such as sporting events, theatre productions, etc. are open to the public and are not covered by this form.

If you DO NOT want your child’s photograph, video and/or electronic image to be published for news media or school publicity purposes, please complete this form and return it to your child’s school no later than September 15 or the following Monday if September 15 is a Saturday or Sunday.

NOTE: Under FERPA, student photographs can be considered directory information, which is information that does not require written consent from the parent or eligible student prior to disclosure. FERPA requires the district to notify parents and eligible students of their right to refuse disclosure of directory information. 34 C.F.R 99.37(a)(2). The district must specify a “period of time” for parents/eligible students to tell the district not to disclose directory information. 34 C.F.R. 99.37(a)(3). Ideally, the deadline stated in the above paragraph of this exhibit will match the deadline for nondisclosure of directory information stated in accompanying policy JRA/JRC, Student Records/Release of Information on Students.

I do not wish to have my child photographed or videotaped for purposes of news coverage or school district publicity.

Signature of parent/guardian _____

Student's name _____

School _____

Student’s current grade level _____

Date _____

This form applies for the current school year.

Form Approved by Board of Education: 07/19/12