



Media Release Opt-Out Form

Promoting the activities and accomplishments of Shawnee Heights USD 450 students throughout the school year gives our community the opportunity to learn about the great things taking place in our schools. To ensure student privacy, Shawnee Heights USD 450 follows the guidelines of the Federal Educational Rights & Privacy Act (FERPA) whenever there is a public release of student information and/or images. This Media Release applies to internal and external public relation efforts, including:

- Pre-arranged news media visits to schools and classrooms
- School and school district websites and approved Shawnee Heights USD 450 social media platforms
- 'Good news' releases to local media outlets
- Printed materials
- Video, photos and applicable information about students who participate in any extracurricular activity, including sports and performances

If you do not wish to give permission for your child to be included in Shawnee Heights USD 450 promotional efforts, at the district or school level, please check the box below and return the form to the main office of the school your student attends. **You do not need to fill out or return this form if you wish to allow your child to participate in Shawnee Heights promotional efforts.**

I do not wish for my student to be included in any promotional efforts nor do I wish for him/her to be photographed and/or videotaped. I understand that this selection will not affect my child's inclusion in the school's yearbook or the in-school use of his/her photo as part of class events or lessons.

Student's Name (Please Print): _____

Student's School: _____

Parent/Legal Custodian/Guardian Signature: _____ Date: _____

NOTE: If opted-out, a student's "no media" status remains active throughout his/her enrollment in any Shawnee Heights USD 450 school. If at any time, a parent/guardian wishes to change this status, the request must be made to the child's school in writing.

Office Personal: In the event that a parent or guardian completes the Media Release Opt-Out Form for their student, a copy of the completed form must be kept at the schools' office and sent to the Department of Communications to keep on file.