



Dear parent or legal custodian/guardian:

Re: The annual “Universal Consent Form Regarding Release of Student Information”

Publications, publicity materials, Internet sites, and other media are often developed by or about the Wooster City Schools to portray examples of educational experiences. Personal information about a student may also be used or revealed during educational experiences. The Wooster City School District seeks the consent of a parent or legal custodian/guardian before using, displaying, or releasing:

1. a student’s name, photograph, picture, image, or likeness
2. a student’s quotation, and/or
3. a student’s performance, written material, or artwork

Technology in all forms is a constantly changing and ever-evolving phenomenon. With that in mind, the Board of Education requires that the consent granted or denied by a parent or legal custodian/guardian must be done *annually*.

***Also, please pay particular attention to the first consent box regarding the release of directory information; it is the only box with three options. The reason is as follows: “Directory Information” is a legal phrase (it is defined on the form), and it is often confused with the student directories that individual buildings print and make available each year. If you are comfortable with giving your child’s information to groups such as a PTO that prepares a student directory or a booster group that publishes an athletic program, then you will want to check that third box. If, on the other hand, you are — or are not — at ease with releasing any of your child’s information to any individual or group who requests it, then check the appropriate of the first two boxes.***

Furthermore, all work completed by students as a part of the regular instructional program is owned by that student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. Such work shall be considered a work made for hire and shall be the property of the Wooster Board of Education.

Additionally, the Wooster City School District shall be the exclusive owner of all rights, title, and interests, including copyright, of any image or likeness created or set forth in a photograph, image, or publication created by the Wooster City School District or its employees, including print, video, audio, or other electronic media, such as Internet, television, CD-ROM, or DVD.

With the foregoing in mind, please complete the attached form and return it to your child’s school.

*Universal Consent Form Regarding Release of Student Information*

*[Acceptable Use Policy – File]*

**Complete one form for each student in your family. Please print information when appropriate.**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Building

\_\_\_\_\_  
Grade or Homeroom

\_\_\_\_\_  
Student's Home Address and Phone

**I. Permission for Release of Directory Information:**

I give consent (or do not give consent) for my student's school and/or for the District to release Directory Information (child's name, address, parent's/ guardian's name, telephone number, date and place of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, and degrees and awards received) according to the restrictions of Board of Education policy 8330, "Student Records."

I give my consent

I do not give my consent

I give my consent to release only to parent-teacher organizations and booster groups supporting school sponsored activities and programs.

**II. Permission to Display Photograph, Audio, Video or Electronic Images:**

I give consent (or do not give consent) for photographs, audio, video or electronic images of my student, to be used by the Wooster City School District for exhibition, public display, publication, publicity materials, advertising, a news media story, video, audio, or other electronic media, such as the Internet, television, CD-ROM, or DVD. I understand that my child's full name may also be used with such display **except** that only my child's first name will be used on the District and/or school building websites (Internet).

I give my consent

I give my consent for picture to be used in yearbook only

I do not give my consent

**III. Permission to Display Student Work:**

I give consent (or do not give consent) for original written materials, artwork or other work created by my child during the course of instruction to be used by the Wooster City School District for exhibition, public display, publication, publicity material, advertising, a news media story, video, audio, or other electronic media, such as the Internet, television, CD-ROM, or DVD. I understand that my child's full name may be used with such display **except** that only my child's first name will be used on the District website (Internet). If consent is denied, such denial shall not apply where the child's material is incorporated into a greater or larger body of work (such as a child's voice in a choral recording).

I give my consent

I do not give my consent

**IV. Permission for News Stories:**

I give consent (or do not give consent) for quoted statements given by my child, or photographs, audio, video or electronic images of my child, with possible identification by full name, to be used for the purpose of news stories or interviews about Wooster City Schools or educational experiences by our area news media.

I give my consent

I do not give my consent

**V. Permission for Educational Correspondence:**

I give consent (or do not give consent) for my child to participate in letter writing as part of the educational experience to people outside the school district (e.g.: pen pals, thank-you letters, letters to authors, or letters to public officials), and I understand these letters may include the student's full name and may include other personally identifiable information about the student.

I give my consent

I do not give my consent

**Please complete this form and return it to your child's school office.**

\_\_\_\_\_  
Signature of Parent or Responsible Custodian/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent or Responsible Custodian/Guardian