

How to enter in Q Records Authorization

Public Information has updated meanings to Form 8

FORM 8 – PERMISSION FOR PUBLIC USE OF STUDENT NAME, PHOTOGRAPH, AND/OR VIDEO IMAGE IN PUBLIC-FACING PUBLICATIONS OR MEDIA 2021-2022

This set of permissions will remain in effect while your student attends Glendale Unified Schools. Form 8 permissions can be modified at any time by logging in to Parent Connection or contacting your student's school.

(Please print) _____
Name of Student ID Number School Grade

This form either *grants permission* or *exempts* a student from having his or her name, photograph, and/or video image published in public-facing newsletters, school/district websites and social media, or various publications by the school/district, news media, or other district-approved group.

Students are sometimes photographed and/or videotaped for school or district websites, newsletters, social media, marketing materials, or public presentations for the purposes of recognizing achievements or accolades, highlighting school or district instructional programs, or promoting events. Students may also be photographed and/or videotaped by the news media to inform parents and the community about instructional programs, events, and activities.

Glendale Unified School District respects the privacy of our students and their families. Please indicate your permission level by selecting one of the boxes below.

Yes, Full Permission Given: I give permission for my student's full name, photograph, and/or video image to be used in any and all publications as stated above.

No, Do Not Release: I do not give permission for my student's name to be used or for my student to be photographed or videotaped for any public-facing publications or media.

Note: Students full name and image may be included in the school yearbook and/or classroom presentations that are not accessible to the public. If you would like to exclude your student's name and/or image from ALL publications, including the yearbook, please contact your school office.

Failure to complete this form shall indicate that you are giving permission to the school/district to use your student's name, photograph, and video image in any and all publications and media.

1. If a PG contacts your site and wants to "Opt-Out" of Yearbook, School Newspaper, etc, you will enter that information in Q Records Authorization
 - a. Menu>Enrollment>Records Authorization
2. "Find" the student and click on "Add" and choose/enter the following, then click "Submit"

Cancel Reset Submit

Request Date: 08/02/2021 Type: Exclude from ALL school publications

Status Date: Status: Granted

Description: PG request this student not appear in any school publications

Enter the date of the PG's request for exclusion. You may leave Status Date blank

3. To run a report of those Exclusions:
4. Menu>Enrollment>Reports>Authorization Prohibitions and use these settings:

Create Report Export Report Report Sets Reset

Authorization Prohibitions - Set Selection: None

Report Options

Report Title: Authorization Prohibitions

Shading
 Alternate Row Shading

Dates

Start Date: 08/11/2021 End Date: 06/10/2022

Dates Are
 Request Date
 Status Date

Authorization Prohibition Type:
 CAHSEE ELA Waiver
 CAHSEE Exemption
 CAHSEE Math Waiver
 Directory content restriction
 Exclude from ALL school publications
 Parental waiver of English Language Classroom
 Program participation authorization
 Program participation prohibition

Select All

Student Selection

Enrollment: Active Students

Student: All

Last Name: All

Group: All

Membership: All

Ethnicity: All

Grade: All

Gender: All

Counselor: All

Advisor: All

Program: All

Track: Balboa ES: T 020

Choose the end date of the current school year

ALWAYS choose August 2021 (this was when the 1st entries were entered)

Choose your current T Track