

Permission for Publishing a Student-Created Project, Writing, or Artwork on a Campus/District Web Site

Date of Request:	Deadline for Return: <i>12-16-16</i>
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Parent/Guardian/Adult Student:

Campus and District Web sites are maintained to provide information related to the campus and District and to keep students, parents, and the community informed about campus/District activities. The publication of student-created projects, writings, and artwork, as well as highlighting special events and activities, are some of the features that will be displayed on the Web sites.

In order to publish a student-created project, writing, or artwork of an individual or a group on a campus/District Web site, permission must be obtained from the creator(s), or in the case of a student under the age of 18, the parent/guardian. A student-created project, writing, or artwork is being considered for publication on the campus/District Web site, as noted below, that requires your permission. (In the case of a group project, writing, or artwork, permission must be obtained from all persons creating the work in order for the item to be used on the Web site.)

The following student-created item(s) is(are) attached for preview and permission to publish:

<input type="checkbox"/> Individual Project	<input type="checkbox"/> Individual Writing	<input type="checkbox"/> Individual Artwork
<input type="checkbox"/> Group Project	<input type="checkbox"/> Group Writing	<input type="checkbox"/> Group Artwork
Description:		
Location for publishing: <input checked="" type="checkbox"/> Campus Web Site <input checked="" type="checkbox"/> District Web Site		

If permission is granted to publish the item(s), the individual will be identified by the following method:

- ☐ No Name
 ☐ First Name Only
 ☐ First Name, Last Initial

Please return the signed permission form to the person listed below. If you have any questions or concerns, please do not hesitate to call.

Contact Person <i>Campus Librarian</i>	Phone Number
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Printed Name of Student Creating the Work (Last Name)	(First Name)	(MI)	Campus
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Please read the following two statements and indicate your preference. Then sign and return to the contact person named above.

- ☒ **OPTION #1:** As the parent/guardian of the above-named student (if under the age of 18) or the adult/adult student who created the attached work, I **give my permission** to have the item published on the campus/District Web site using the identification method indicated above. I understand that in the case of a group-created item, all parties must agree to the item being published in order to do so.
- ☐ **OPTION #2:** As the parent/guardian of the above-named student (if under the age of 18) or the adult/adult student, I **do not give permission** for the item to be published on the school/District Web site.

Signature of Parent/Guardian or Adult/Adult Student	Date
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Please return to the contact person by the date specified at the top of this form.

CQ (R)(E) – G – Revised: 08-24-2007

Administrative Use Only	
Date Published	Date Removed