

# PARENTAL PERMISSION FOR PHOTOGRAPHING STUDENTS

The Family Educational Rights and Privacy Act (FERPA) protects students' privacy when they are at school. Because of FERPA, **we maintain a list of students with or without parental permission to be filmed, photographed, or interviewed.** FERPA also protects student information, such as educational records, student names, and individual disciplinary records (unless there is a public safety concern). Learn more at [www.spj.org/ferpa3.asp](http://www.spj.org/ferpa3.asp).



## Communications Office Hours

7:30 a.m. - 4:30 p.m.  
Monday - Friday

## School Hours

Middle & High School  
8 a.m. - 3:15 p.m.  
Elementary School:  
8:55 a.m. - 4 p.m.

# WEBSITES

## News Releases

[d51schools.org/news](http://d51schools.org/news)

## Board Agendas/Materials

[bit.ly/d51boardagendas](http://bit.ly/d51boardagendas)

# INTERVIEW REQUESTS

Call/text the Public Information Officer to make your request. Please provide as much lead time as you can to fulfill the request.

- PIO Requests can often be fulfilled day-of, but please make requests **before noon.**
- Teacher - Minimum 24 hours notice.
- Student - 24-48 hours notice.
- Principal - 4-24 hours notice.
- Superintendent or D51 Leadership - Up to 24 hours notice.

# VISITING SCHOOLS

Always call the PIO first to coordinate an interview before going to a school. Schools have the right to turn media away or ask that they get permission from Communications first. On-site requests will not be granted.

- Enter the school through the security vestibule.
- Sign in at the front desk and get a visitor's badge and wait for directions from staff.

## Filming/Photographing students:

- **Students must have parental permission on file to be interviewed, filmed, or photographed.**
- All schools have a list of which children have permission. Check with staff **before** filming.
- If you do not know, or if you're doing a crowd shot, focus on the backs of heads, shots from the neck down, or blurred footage.

## Filming/Photographing outside a school:

- Call Communications before going on school property, including parking lots and playgrounds.
- Sidewalks and streets are OK to film from, but we always appreciate a heads up.

# OPEN RECORDS

- Submit a formal letter to [communications@d51schools.org](mailto:communications@d51schools.org) to make an open records request.
- Colorado Open Records Act exemptions include most personnel file information, but not salaries, employment dates, etc.

## MEET THE TEAM



### Callie Berkson

Public Information Officer  
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### Ciera Colson

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