

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
INTERNAL AND EXTERNAL NEWS MEDIA EXCLUSION FORM:  
STUDENT INTERVIEWS, PHOTOGRAPHS AND VIDEOS**

Dear Parents/Guardians:

We want to inform you about the ways in which our district communicates with our community and the local media. The district reserves the right to use student directory information (i.e.: name, grade level, building, participation in activities, awards etc.) to publicize student accomplishments (which may occur in the form of photographs or videos with names and a written summary in the district or building newsletters, website, social media platforms, e-news, yearbooks, or through a press release to television, radio, or local newspaper outlets). All of these items generated by the district are considered **INTERNAL MEDIA**.

We also periodically receive requests from outside news media representatives to do a feature or news story on an educational or safety topic concerning our schools. It is not unusual for photographs and/or videos of our students to accompany these articles for print or broadcast purposes. These stories generated by outside media (TV, radio, newspapers) are considered **EXTERNAL MEDIA**. The district will make every effort to inform parents about these **external** media requests as well as receive prior permission from parents to allow or not allow their child(ren) to participate in specific stories.

Please complete this EXCLUSION form below before October 1, **only if you wish to EXCLUDE** your child from participating in internal (photographs or videos generated by the district for use in the district or building newsletters, website, social media platforms, e-news, yearbooks, or through a press release to television, radio, or local newspaper outlets), external (stories generated and requested by outside TV, radio, or newspaper media), or both forms of media coverage for the current school year. **You DO NOT need to return this form** if your child can participate in internal and external media stories, including the school’s yearbook. Completed forms can be returned to the Main Office of your child’s school.

Thank you for your assistance.

Sincerely,  
Tricia Croce  
Communication Specialist



**Please check all that apply** (only complete this form if you wish to exclude your child. You **DO NOT NEED TO COMPLETE** this form if your child is allowed to participate.):

I **DO NOT** give permission for my child, to be interviewed, photographed, and/or videotaped for **internal** stories generated by the district (for use in district newsletters, the district website, district-approved social media platforms, yearbooks, e-news, or in press releases to outside media) for any purpose.

AND/OR

I **DO NOT** give permission for my child, to be interviewed, photographed, and/or videotaped for **external** stories generated by outside media (TV, radio, newspapers, etc.) for any purpose.

CHILD'S NAME \_\_\_\_\_

HOMEROOM TEACHER/GRADE \_\_\_\_\_ HOUSE/BUILDING \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_