

## Memorandum

**To:** Principals

**From:** Dr. Candice L. Coppock, Executive Director of Information Technology *CC*  
Dr. Tiffany Richardson, General Counsel *TR*

**Date:** May 30, 2024

**Re:** School Photography Vendors

The district does not have a preference and/or promote a specific photographer vendor. Schools can select from any district approved photographer vendor. The following process will be followed regarding providing data to photographer vendors, including those for graduation pictures.

The **only** data that is provided to photographer vendors for students will be:

- Student Last Name
- Student First Name
- Teacher Name (If needed)
- Room Number (If needed)
- Grade Level (If needed)
- Student ID Number

The district nor school **will not** provide any additional data to vendors. No additional data is needed to take photographs, create yearbooks, provide photographs to parents, and/or write photographs back into PowerSchool. Should a vendor wish to receive additional data, schools and/or the vendor will need to provide forms by which parents will have to individually complete to provide to the vendor.

Those vendors willing to sign a Richland One Confidentiality and Security Agreement for Service Providers can reach out to Dr. Candice L. Coppock at [candice.coppock@richlandone.org](mailto:candice.coppock@richlandone.org) for a copy of the agreement. For those vendors that have a signed agreement on file, they may send individual agreements for confirming dates to schools to be signed **only**.

Vendors that are not willing to sign the district agreement will have to provide their agreement(s) to the school and the school will need to work with their Executive Director to submit to the agreement to Legal Services through our Legal Routing Programs. Schools **will not** sign any agreements with vendors.

Data will only be sent to vendors through a Secure File Transfer Protocol (SFTP) or portal. Data of any kind **will not** be emailed to vendors. Vendors are to contact Dr. Candice L. Coppock to set up the data exchange process. Schools are **not** to upload any data into any portal that they are provided access to.

Database Specialists should submit a [One to One Plus](#) ticket after pictures have been taken so that they can be imported into PowerSchool.

Please contact Dr. Candice L. Coppock at [candice.coppock@richlandone.org](mailto:candice.coppock@richlandone.org) should you have any questions.

