



Memorandum

To: Principals

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

Date: May 28, 2025

Re: School Photographer 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 can provide, upon request, the following additional directory information to photography vendors.

- Participation in officially recognized activities or sports
- Weight and height for those on an athletic team
- Dates of enrollment
- Degrees, honors, and awards received

No additional data, other than directory information, 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, such as parent email address or physical addresses, 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 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 submit the agreements to Legal Services through our new routing system (Please refer to Insights dated 5/16/2025 for information regarding the new routing system). 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 should you have any questions.

