

Demographics – Media Release Form Entry

Parents can acknowledge the Media Release Agreement via the CCPS Portal or by completing the hardcopy form and returning it to the school.

Online Acknowledgement

All online acknowledgements are imported into FOCUS. In other words, if a parent completes the form online via the CCPS Portal, FOCUS is updated. Keep in mind, that this is a one way push (portal → FOCUS only). FOCUS does not update what's in the portal. Alerts will remain in the portal even if information is entered directly into FOCUS. The only way to get rid of alerts is to acknowledge in the portal.

Distribution

Media Release forms are distributed during meet & greet or on the first day of school. The goal is to get parents to complete and return the hardcopy or acknowledge via the CCPS Portal within the first two weeks of school. Hardcopies can be obtained via the District website > Forms > School Administration.

Entering

As paper forms are returned by parents you will need to enter/update the information in FOCUS. Acknowledgement information is entered on the student demographics.

1. MEDIA RELEASE

We need parent permission to use a child's photograph, voice, and/or name in various media projects. Please read the following, then date and sign where indicated.

**DO NOT FORGET TO
CLICK SAVE.**

☐ Yes
films
and

2. AUTHO

In accordance
School Board
directory info
pictures, as v
information in
out their serv

3. EDUCA

In Collier Cou
digital learnin
schools. They
discussions,
These Educa
capabilities

4. NOTIC

Discipline within the school is the joint responsibility of school personnel, students, and parents. The Code of Student Conduct (Code) re
The following responsibilities

5. ACKNOWLEDGEM

I acknowledge that my child
accepting possession of this
also acknowledge that the C
7540.03) apply at all times t
County Public Schools retains ownership of this service. If my child leaves his/her currently assigned Comm

Demographic

Print a Fo

Original Enter Date	07/11/2011	Grade Entered District	
Original Enter Grade		Date Grade Level wa...	
Last School Attended	NONE	Last School City/State	
Last School Attende...		Orig ASG Year	
McKay Attending Sc...		PMRN	☐
Permission to Photo...	Y - Yes 1	Permission for Activi...	☐
Permission to Survey	☐	Permission for Inter...	☐
Permission for Direc...	Y - Yes 2	Code of Student Con...	☒ 4
Consent for Social M...	☒ 3	Screening - Vision	
Screening - Hearing		Screening - Height a...	
Screening - Scoliosis		Screening - Dental	
Emergency Form Ret...	☐	Address Verification ...	☐
Number of Copies	1		

Elementary Cambridge Eli...

Student Email Address

Permission for Email

No

Permission for Laptop

No 5

FHSAA EL3 Consent Indic...

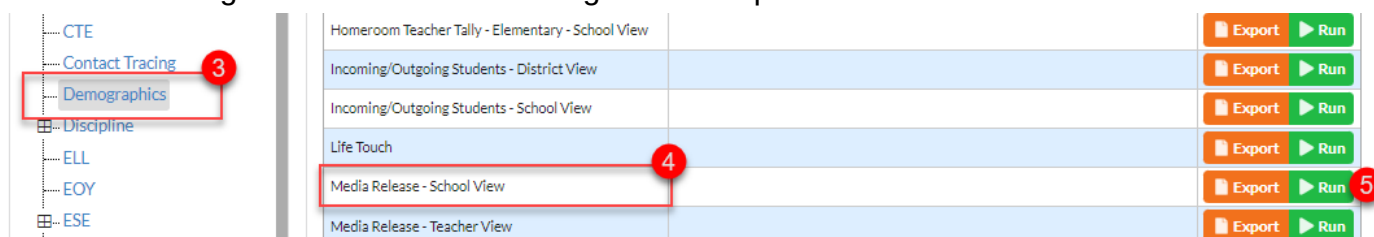
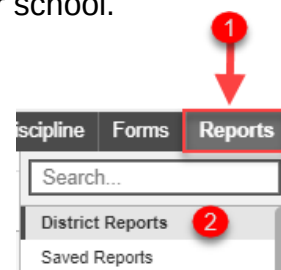
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Reports

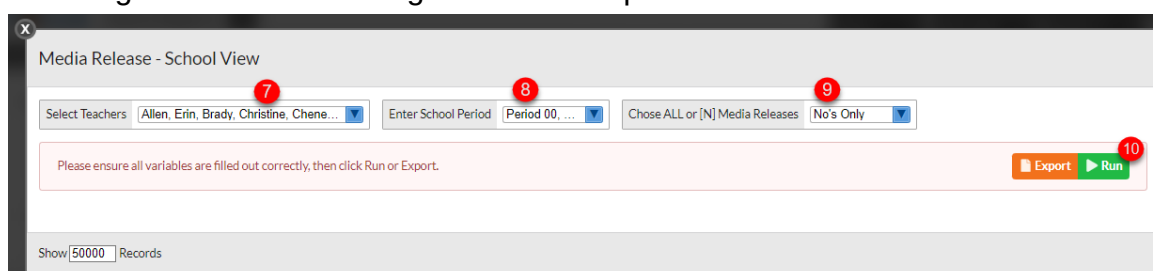
There are several reports available to view media release information for your school.

District Report

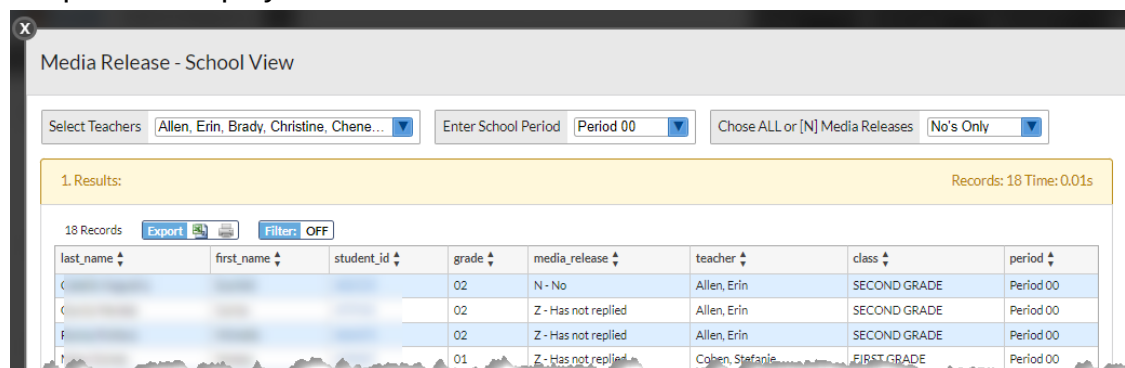
1. Click the Reports tab.
2. Select District Report.
3. Select the Demographics folder.
4. Locate the report named Media Release – School View.
5. Click the green Run button to the right of the report.



6. The criteria window will display.
7. Select Teachers: By default all teachers will be selected. If you are wanting to generate the report for an individual teacher or group of teachers, click the dropdown select clear selected and select the preferred teacher(s).
8. Enter School Period: By default all periods are selected. If you want to generate the report for an individual period or group of period, click the dropdown select clear selected and select the preferred period(s). Note: Elementary Schools will only select Period 00.
9. Chose ALL or [N] Media Releases: This field will default to "No's Only". This option will display both N-No the media release form has not been returned and Z-Has Not Replied. Select All option if you want to see all responses.
10. Click the green Run button to generate the report.



11. The report will display at the bottom of the screen.



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Published Advanced Report

1. Click the Reports tab.
2. Type video in the filter search field.
3. Select the report named **DEMO_Photo/Video/Directory/Edmodo/BYOD/Code of Conduct Release**
4. The report will generate and display on the screen.

Setup Students Users Scheduling Grades Assessment Attendance Discipline Forms Billing Eligibility Florida Reports SSS Reports 1												
DEMO_Photo/Video/Directory/Edmodo/BYOD/Code of Conduct Release												
Modify Report												
vid												
My Reports												
2 DEMO_Photo/Video/Directory/Edmodo/BYOD/Code of Conduct Release												
Mass Update Filter Filters: OFF Search												
Student ID	Last	First	Middle	Grade	Team	Permission to Photo/video	Permission for Directory Information	Code of Student Conduct Acknowledged	Permission for BYOD	Consent for Social Media/Edmodo	Permission for Laptop	Permission for Email
00000001	Alvarez	Marissa	Marissa	07		Z - Has not replied	Z - Has not replied	No	No	N	No	No
00000002	Alvarez	Karen	Karen	06		Y - Yes	Y - Yes	No	No	Y	Yes	No
00000003	Alvarez	Karen	Karen	08		Y - Yes	Y - Yes	No	No	Y	Yes	No
00000004	Alvarez	Karen	Karen	06		Y - Yes	Y - Yes	No	No	Y	Yes	No
00000005	Alvarez	Emily	Emily	07		Z - Has not replied	Z - Has not replied	No	No	N	No	No
00000006	Alvarez	Emily	Emily	07		Y - Yes	Y - Yes	No	No	Y	No	No
00000007	Alvarez	Emily	Emily	06		Y - Yes	Y - Yes	No	Yes	Y	No	No

Note: You can update information using mass assigning student info or mass update via an advanced report.