FERPA/Opt-Out Instructions eSP 4.0

Purpose: To obtain and keep track of the students that should not be included in media, military, and/or college solicitation.

Information you need to be aware of:

- ➢ The opt-out is only valid for one school year.
  - ✓ This information will be cleared after rollover for the new school year.
- ➢ The parent/guardian is directed the Red Clay Consolidated School District website to obtain the applicable form(s).
  - ✓ If you are requested to print one out for a parent/guardian you can find them under Parents & Students > Forms and Publications
- ➢ The completed form(s) is to be returned to the school the student attends
  - ✓ Forms should be kept in a binder or file with the identified school year, not in the student cumulative folder.

Completed/Returned Media Opt-Out Form:

- To tag a student in eSP who opted-out go to:
  - **Registration > Entry & Reports > Student Demographic > Personal**
- Under the Privacy header FERPA Flags Check: click to place a checkmark in the "Student's Photo" box
  - Only click the Student's Photo box. Do ***NOT*** select any other option. *Selecting other options has a negative impact on the reports that are generated for media as well as military and college.*
- Save 💾

FERPA Privacy Flags: ☐ Student's Name/ID   ☐ Student's Address
☐ Student's Phone   ☑ Student's Photo

Media Opt-Out Report:

- To print the Media Opt-Out Report go to:
  - Cognos > Red Clay Folder > Student Information > Privacy/Opt-Out Report
- Select your building, applicable grade(s), and applicable FERPA Privacy Flags:
  - If you select: Only Select Students with a Privacy Flag Checked
    - o Report will provide you with students in your building that should not have their photo taken
  - If you select: Only Select Students with all Privacy Flags Unchecked
    - o Report will provide you with all students that can have their photo taken
  - If you select: N/A
    - o Report will provide all students for the selected building and grade. For any student with an "X" in the Privacy Photo column that student should not have their photo taken.

Report shows no students:

This means there are no students identified in eSP on the Personal screen that opted out.

- If you have forms returned to you <u>for the current school year</u> than you should have names on this report.
  - Verify you tagged them in eSP
  - If they are tagged in eSP, but not appearing on the report let Steph Dukes know right away

Completed/Returned Military and Directory Information Opt-Out Form:

- Update the Student Notification Data screen in eSP:
    - **Registration > Entry & Reports > Student District Defined > Student Notification Data**
- Click the applicable box(es):

AlertNow eMail:

Opt-Out College: ☐

Opt-Out Military: ☐

College or Military Opt Out Report:

- If you want to run a report to provide to a military recruiter or college go to:
    - Cognos > Red Clay Folder > Student Information > Student List/Download for College/Military Requests
    - Select your building, applicable grade(s), sort option, Request Type (as applicable to the request)
        - Report will reflect the students that may be contacted by the applicable request type you selected. Students not listed on the report are those that opted-out.

Report shows no students:
This means there are no students identified in eSP on the Student Notification Data screen that opted out.

- If you have forms returned to you for the current school year than you should have names on this list.
    - Verify you tagged them in eSP
    - If they are tagged in eSP, but not appearing on the report let Steph Dukes know right away