


# 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:**

- |  |   |
|--|---|
| <input type="checkbox"/> Student's Name/ID | <input type="checkbox"/> Student's Address          |
| <input type="checkbox"/> Student's Phone   | <input checked="" type="checkbox"/> 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
    - 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
    - Report will provide you with all students that can have their photo taken
  - If you select: N/A
    - 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 for the current school year 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