



**OXFORD COMMUNITY SCHOOLS  
MEDIA OPT OUT FORM 2023-2024**

Oxford Community Schools continually works to improve on communications through print and digital connections, as well as local media. We want to consistently showcase our talented students and staff by highlighting their activities and educational work in print and online. **If you wish to deny your son/daughter's participation in the activities listed below, please return the completed form to the Administration Offices at 10 N. Washington Street.**

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information" a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories; school photographs or videos of students participating in school activities, events or programs.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning the district's Media Opt-Out Form, or notifies the School in writing within 14 days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information and other personally identifiable information that is part of a student's education records will not be sold or provided to any organization for any profit-making purpose, except as otherwise permitted in Policy 8330.

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**Oxford's Media Opt Out Form**

**My son or daughter is DENIED permission to:**

- Have artwork or written documents published on the district web site or other digital communication**
- Appear in a photo that may be published on the district web site or other digital communication**
- Appear in video broadcasts**
- Appear in printed publications**

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

I, the student, age 18 or older, DENY my permission for publishing.

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

This form MUST be returned to the Board of Education Office, 10 N. Washington Street  
This form will be valid until the end of the school year.