

Campus Media Permission

The Media Permission drop list is available in Campus for schools to track parent/guardian directives regarding media coverage for their student. Feel free to use this field *if you wish* to store the information in Campus—use of this field in Campus is *NOT* required.

Once the information is entered into Campus, schools can use Ad Hoc reporting to generate a list of students who have complete or partial permissions. (In Ad Hoc, go to Demographics→ Custom Person→ Media_permission.)

NOTE: Since a new Media Permission form is required each school year, the media permission information that you enter into Campus will be deleted in August so that clerks can enter new information in the Fall of the new school year.

1. In Campus→ Census, select People.
2. Under All People, search for and click on the student who you will mark.
3. On the student's Demographic tab, scroll down to Media Permission (at bottom of page under box labeled District Defined Elements).
4. Click on drop list and select the item that matches the student's Media Permission Form:
 Y = Yes, permission to photograph and use name.
 P = Partial – yes, but no use of name
 N = No permission.
5. When finished, Save (top of page).

Contact Reason	High Priority	Attendance	Behavior	General	Teacher
* Don & Donna Moody Household: (651)666-5555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* MOODY, MARK & CATHRYN Household: (651)653-0099	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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