

Class Lists/Directories/Yearbook Guidelines:

This communication is to address questions regarding the appropriate release of district-produced student information for the use of non-district publications. Such publications may include PTA directories, elementary yearbooks, external web postings, and other non-district produced publications.

Guidelines for non-district publications:

- **Class Lists:**
 - PISD has agreed to provide class lists (minus parents who have turned in a form indicating they wish privacy) to cleared PTA volunteers in order to best complete their volunteer responsibilities.
 - Class lists are not to be published by class in the directory or elsewhere.
 - Class lists should be requested only through the campus office with principal approval. Classroom teachers should not be asked to provide class lists.
- **Campus Directories:**
 - Student names should not be released by the district in the form of class lists associated by teacher name or room number for publication. Any information released must exclude names that have been flagged for privacy in the TEAMS system.
 - Local PTA units may choose to submit a separate release to parents to be considered for inclusion in the PTA directory (see attached release to be used by all PTAs - - this is not a Plano ISD document, but a PTA release).
- **Advertising:**
 - If directories contain advertising, PTA volunteers must distribute the directory before or after school in accordance with policy GKD Local if distributed to students. (We cannot open this 3rd party forum for advertising as Plano ISD is a limited public forum.) PTA volunteers may staff a table in the entrance hallway or office to distribute directories to other adults during the school day according to a principal-approved procedure (see PTA suggested activities attached).
 - Directories containing advertising may not be placed in the YO/GO-home folders or distributed to students during the instructional day by PTA volunteers.
- **Elementary Yearbooks:**
 - Vendor or district-produced disks or electronic media containing photo files of student photographs may not be released to PTA for yearbook production until student photographs have been filtered according to privacy guidelines.
 - Any candid photographs taken during school events should be filtered to exclude images of those students flagged for privacy according to parent requests.
 - Yearbooks may include photos by grade level and should not be organized according to classroom listings.
 - Yearbooks should not include photos by class, although photographers are encouraged to continue taking class photos and offering it to individual parents of the children in the photo for purchase.
- **Secondary Yearbooks:**
 - All photographs included in the yearbook should be filtered for privacy restrictions.
 - Student photos shall not be released for non-school publications if they have been flagged for privacy in accordance with FERPA guidelines.