



St. Matthew Catholic School believes that our students, staff, school, and parish benefit from positive recognition and timely communication. I understand that from time-to-time images (photographs, videos, etc.) of my child may appear without specific identifying information in school or parish publications, brochures, programs, or on websites unless I object in writing (such objections cannot be construed to include “crowd shots” in public settings such as athletic events, youth rallies and other such events over which the school/parish may not have overall control).

“Directory information” regarding my child may also be shared for legitimate purposes without parental consent. Directory information is generally defined as: names, addresses, telephone listings, e-mail addresses, date and place of birth, honors and awards, dates of attendance and similar information for school/parish use for purposes such as program rosters, athletic rosters, parish directories, parent-to-parent directories, playbills, programs, yearbooks, honor rolls and other such purposes. Directory information may generally be released to third parties such as school photographers, colleges, military recruiters, trip organizers, class ring vendors and others for legitimate purposes unless the parent objects in advance in writing.

I do permit and authorize St. Matthew Parish and School and its employees, agents, and personnel who are acting on behalf of St. Matthew Parish and School to use my child(ren)’s photograph or other likeness and appropriate identifying and accompanying information for purposes related to the educational mission of the school/parish, including publicity, marketing, and promotion of the school/parish and its various programs and ministries. I understand this photograph or likeness may be copied and distributed by means of various media, including video presentations, television, news bulletins, billboards or signs, brochures, placement on websites, or in newspapers.

I understand that, although St. Matthew will endeavor to use my child(ren)’s photograph or likeness and identifying and accompanying information in accordance with standards of good judgment, the school/parish cannot warrant or guarantee that any further dissemination of my photograph or likeness and information will be subject to school/parish supervision or control. Accordingly, I release St. Matthew School and Parish from any and all liability related to dissemination of my child(ren)’s photograph or likeness.

Parent/Guardian Signature

Date

Family Name (Please Print)

We understand there may be some circumstances that cause you not to want to have identifying information and photographs specifically of your children published. If so, please mark below.

No, I do not want my child(ren)’s photograph or likeness used with identifying and accompanying information. I understand that, per the terms of the first paragraph above, this does not preclude their photographs used in group shots, but I request that my child(ren)’s specific name not be published and that specific photographs of just my child(ren) not be used.

Parents may review, copy, seek to amend or disclose student information in school records upon 48 hours prior notice to the school office. School records may be shared for legitimate purposes by the school without consent (for example, when a student enrolls in another school within the Archdiocese of Indianapolis or matriculates to a higher level [i.e., from middle school to high school], and other similar situations). The school will request a signed parent release for records being sent to public schools or Catholic schools outside the archdiocese. Special provisions for release of certain records may apply to children with identified special needs.