

August 2016

Dear Parents and Guardians:

Monroe-Woodbury Central School District is excited to share stories and good news about our schools with the community on an ongoing basis through public relations efforts. We do this through a variety of methods including the district website (mw.k12.ny.us), news releases, social media channels, and district publications including brochures, newsletters and more. Some examples of news we like to share may include unique classroom activities and lessons, music awards, academic recognitions and more (this does not include honor roll lists and yearbooks).

This school year, the district has adopted a new district-wide media policy. This means that unless your child's school has a signed form on file (please see below), your child's information and/or photo may be used in any of the district's publicity efforts.

**Should you wish to NOT have your child's photo, artwork and information used in publicity efforts, please complete the form below and return it to your school's main office by Friday, September 23. If you permit your child's photo and information to be shared, you do not have to fill out the form.**

Please call your child's principal if you have any questions. We look forward to a wonderful school year. Thank you!

Sincerely,

Elsie Rodriguez  
Superintendent of Schools

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**M-WCSD MEDIA FORM – 2016-2017 School Year**

If you do **NOT** want your child's photo and/or name to be featured via district public relations, complete the form below and return it to your child's homeroom teacher or your school's main office by Friday, September 23.

Child's Full Name \_\_\_\_\_

School and Grade \_\_\_\_\_

Teacher (elementary level) \_\_\_\_\_

Parent / Guardian Full Name (Printed) \_\_\_\_\_

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

Contact Telephone Number: \_\_\_\_\_

Date \_\_\_\_\_