



Wyoming Department of Education

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MEMORANDUM NO. 2011-093

TO: District Superintendents
School Principals

FROM: Jerry Zellars, Public Information Officer

DATE: June 20, 2011

SUBJECT: Insert to Release for the Use of Media and Information

IMPORTANT INFORMATION

Periodically, the Wyoming Department of Education (WDE) plans to take student and educator's photographs, audio and video recordings, for publication and sharing of information. Normally these recordings are to demonstrate success in Wyoming classrooms and will be used to promote a healthy image of our students, schools, and practices.

To assist district personnel and ensure appropriate documentation is in place, we are requesting that to your student registration information, you include the "Wyoming Department of Education" in the release or authority to allow student participation in media events. This will assist us in knowing in advance which students do not want to participate in such activities and will expedite our use of the gathered materials.

Thank you for your anticipated cooperation.

CH:JM:kl