

INSTRUCTIONS FOR OBTAINING AUTHORIZATION FOR ADIRONDACK SCHOOL PORTRAITS TO RELEASE STUDENT IMAGES TO A VERIFIED PARENT OR GUARDIAN

- 1. Use attached form and fill in students name & grade.**
- 2. Fill in the requesting parent or guardians name.**
- 3. Bring the attached form to school office.**
- 4. Request the form to be reviewed and signed by an Administrator, indicating their title.**
- 5. When approved, have form mailed or e-mailed to:
"CUSTOMERSERVICE@BIELMAR.COM"**
- 6. Upon receipt of signed school authorization our Customer Service Representative will contact your school Administrator and confirm this authorization.**
- 7. With the approval of school Administrator, our Customer Service Representative will notify parent or guardian of approval and will assist with obtaining images of the requested individuals.**

AUTHORIZATION FOR ADIRONDACK SCHOOL PORTRAITS TO RELEASE ACCESS TO STUDENT IMAGES

School Name:_____

School District:_____

Due to a loss or misplacement of the school "SAFE CHILD" I.D. card provided to all students photographed by Adirondack School Portraits this school year, the parent or legal guardian of the student listed below is unable to access their child's image for ordering a set of school photos for the current school year.

Student

Name:_____ **Grade**_____

Student

Name:_____ **Grade**_____

Student

Name:_____ **Grade**_____

After review of student records, this authorization is issued by school/or district to release access to these images by the undersigned administrator with the authority to allow the parent or guardian permission to access and place an order for student images.

Name of Parent

LegalGuardian:_____

Parent/Legal Guardian's Phone #:_____

Parent/Legal Guardian's Email:_____

School Approval authorized by

(Print

Name):_____

Contact Number: (518)_____ **Date:**_____

Signature:_____ **Title:**_____

**This approved authorization be mailed or E-mailed to:
Adirondack School Portraits-Attn. Student Image Requests
18 Warren Street, Glens Falls, NY 12801**

Phone: 518-792-7919

E-mail: customerservice@bielmar.com

ADIRONDACK SCHOOL PORTRAITS recognizes the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act ("FERPA") at 20 U.S.C. § 1232g (34 CFR Part 99); the Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. § 6501-6506 (16 CFR Part 312), and applicable state privacy laws and regulations under NYS Ed Law part 2-D.