



# Melrose Public Schools Administrative Offices

360 LYNN FIELDS PARKWAY, MELROSE, MA 02176

Telephone: (781) 662-2000 V/TTY  
FAX: (781) 979-2285

**JOSEPH F. CASEY**  
Superintendent of Schools  
Email: [jcasey@melrose.mec.edu](mailto:jcasey@melrose.mec.edu)

**GREGORY ZAMMUTO**  
Business Manager  
Email: [gzammuto@melrose.mec.edu](mailto:gzammuto@melrose.mec.edu)

September 2009

Dear Parent/Guardian:

Occasionally, I am asked by members of the press, both local and regional, to come into our schools to film and/or take pictures of students in a classroom setting. In addition, there is a great deal of local interest in seeing pictures of students in their school environment on school websites. In order for your child's likeness to be released and/or published we require your written permission. Names and addresses of students will not be published.

With expanding electronic communication, schools are taking advantage of opportunities requiring the use of email and web sites. Only under faculty supervision are students able to send and receive email communications. Our computer staff makes every effort to closely screen all electronic mail coming to the school. Again, in order for your child to participate in these activities, we require your written permission. Please be assured that Melrose Public Schools will enforce all laws and regulations with regards to the Children's Internet Protection Act (CIPA).

Please complete the form below and return it to your child's school office indicating your preference. If you have any questions or concerns regarding this procedure, please contact the Principal at your child's school.

Thank you for your cooperation.

Sincerely,

*Joseph F. Casey*

Joseph F. Casey  
Superintendent of Schools

---

## Permission Form

- I. My child \_\_\_\_\_ MAY \_\_\_\_\_ MAY NOT be photographed and/or videotaped and have his/her likeness released to the media or appear on the Melrose Public Schools website.
  
- II. My child \_\_\_\_\_ MAY \_\_\_\_\_ MAY NOT participate in activities involving supervised e-mail privileges.

Student's Name (PLEASE PRINT) \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_