

Recording Parent Requests in Records Access

Version 2.3 • Updated October 6, 2009

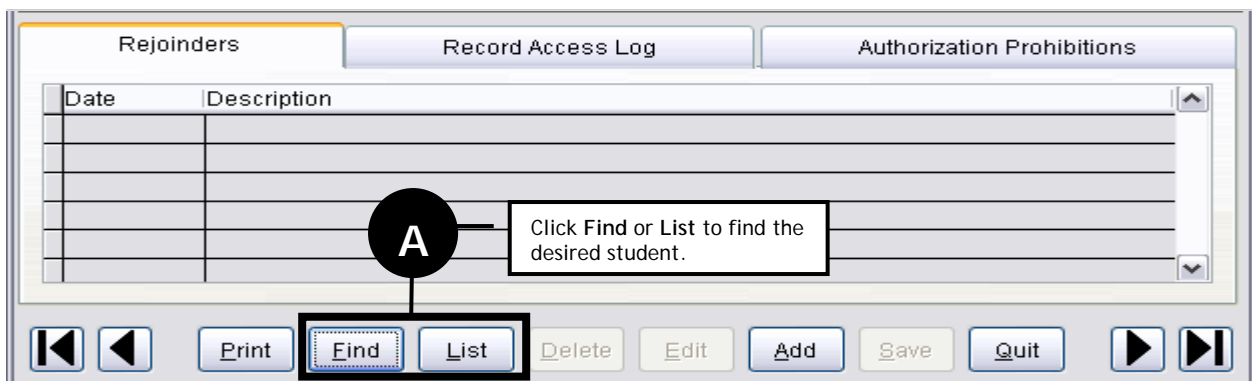
Reference: District Procedure 6525

Use the Authorization Prohibitions tab in **Records Access** to record written requests submitted by parents. The table below lists the five types of parent requests that can be entered.

Type	Description of Use
1. Directory content restriction	For "Yes" boxes checked for Question 25 on the SDUSD Enrollment Form or written notes. Only "Yes" responses need to be entered in Zangle.
2. Military recruiter restriction	For "No" boxes checked for Question 28 on the Enrollment Form or written notes specifically requesting that military recruiters only are excluded. All requests to prohibit release to military recruiters must be entered in Zangle.
3. Media release permitted	For "Yes" checked on media release forms.
4. Videotaping permitted	For "Yes" checked on videotaping release forms.
5. Program participation restriction	For parent requests that a child not participate in a specific program (e.g., sex education). Enter the specific program in the Description field.
6. Early/Middle College ConnectEDU	For parent consents for their students to participate and to release their students' data to ConnectEDU.

Follow the steps below to record parent requests in Records Access.

- Open Zangle. Click **Enrollment**. Click **Records Access**.



Click the Authorization Prohibitions tab.

B

C

Click Add. The screen will change.

D

Enter the request date. This is the date on which you received the parent letter.

Select the type. Choose one of the following:

- **Directory content restriction**—For “Yes” boxes checked for Question 25 on the enrollment card or written notes. Only “Yes” responses need to be entered in Zangle.
- **Military recruiter restriction**—For “No” boxes checked for Question 28 on the enrollment card or written notes specifically requesting that military recruiters only are excluded. All requests to prohibit release to military recruiters must be entered in Zangle.
- **Media release permitted**—For “Yes” checked on media release forms.
- **Videotaping permitted**—For “Yes” checked on videotaping release forms.
- **Program participation restriction**—For parent requests that a child not participate in a specific program (e.g., sex education). Enter the specific program in the Description field.
- **Early/Middle College ConnectEDU** -- For parent consents for their students to participate and to release their students' data to ConnectEDU.

E

Enter the status date. Typically this is the same date as the request date.

Select the status. Choose Granted.

F

Click Save. You will return to the previous screen.

If you selected Program participation restriction in Step D, type the specific program (e.g., sex education) in the Description field.

Records Access - Serra High

File Help Date: 09/08/2006

Student Name: Hawk, Tony J [52090] M/F: M Birthdate: 10/11/1990 Age: 15 Grade: 11 Group: [673 of 1936 records] Active Students

Track/School/Year: T 0357A 2006/07 Advisor: Unassigned, Entry: 09/04/2006 Exit: Stat: M

Rejoinders Record Access Log Authorization Prohibitions

Request Date	Type	Status Date	Status	Description
09/08/2006	Directory content res	09/08/2006	Granted	

Print Find List Delete Edit Add Save Quit

Upon completing Step F, the added restriction will appear on the screen.

Repeat Steps C-F to add additional restrictions for this student.

Repeat Steps A-F for other students for whom requests have been received.

When you are done, click Quit.



Click Print to launch the Records Access report (without having to go to the Enrollment Reports). See the next section of these directions for information about printing the report.

NOTE: If you click Print, then print the report that opens, you will get all students that have authorization prohibitions, not just one. If you want to print a report for one student only, you will need to use the report's Select Tab to select that one student.

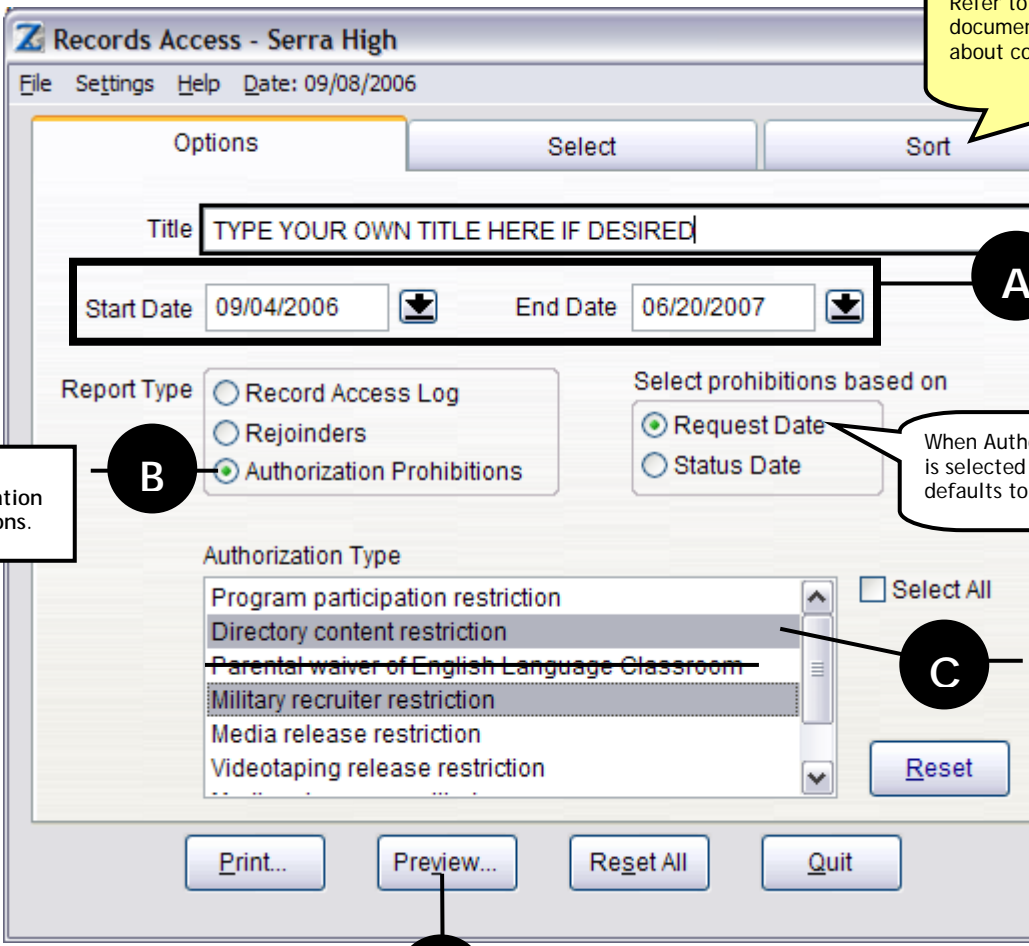
Printing Authorization Prohibitions

The Records Access report prints the contents of the tables maintained by the Records Access application. Launch the report from the Enrollment module Reports menu. Use the Records Access report in the Enrollment module to generate reports that list the students with parent requests.

Shortcut: You can also launch this report directly by clicking the Print button in the main screen of the Records Access application, thus bypassing the Enrollment Reports menu.

Follow the steps below to generate Records Access reports.

- Open Zangle. Click Enrollment. Click Reports. Select Records Access.
- Complete Steps A-G. Steps A-D are shown below. Steps E-G are on the following page.



A Enter the desired start and end dates.

B Select Authorization Prohibitions.

C By default, all authorization types will be included in the report. If you want only one type, unclick the Select All checkbox, then click on the desired type(s) to highlight it.

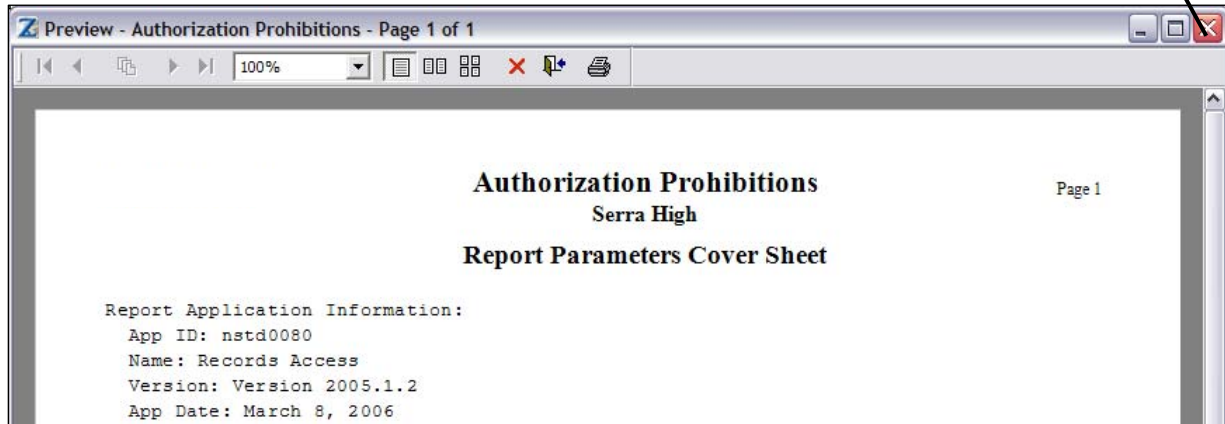
D Click Preview to preview the report. A cover page will appear.

Refer to the last page of this document for more information about configuring this report.

When Authorization Prohibitions is selected in Step B, the report defaults to Request Date.

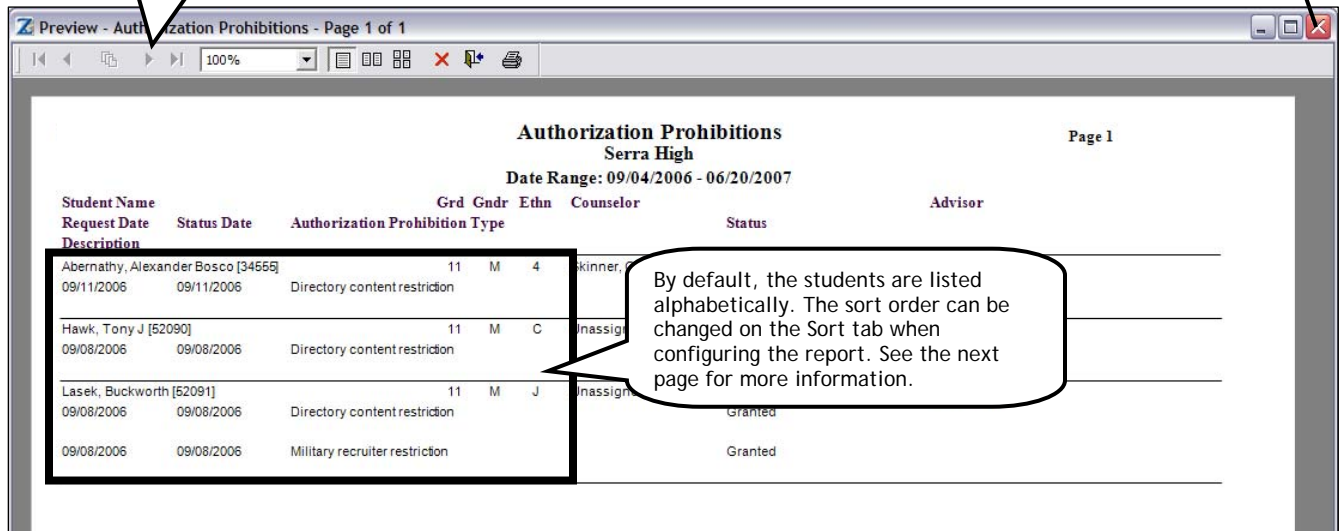
TIP: To select more than one type, hold the Ctrl key down while clicking.

Read the cover page. Then click the X to close it. The report is "underneath" it.

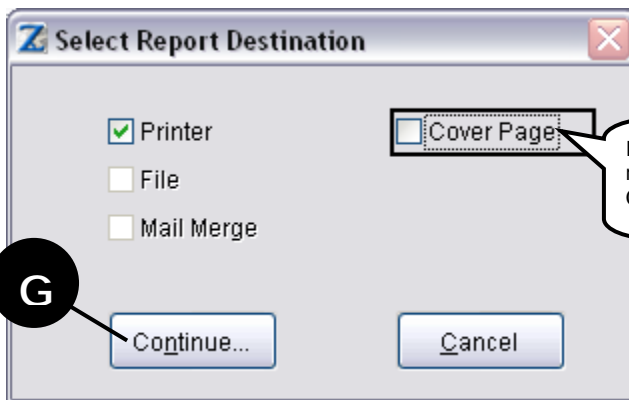


Use the arrow to go to the next page.

Preview the report. Then click the X to close the report. A print dialog box will appear.



Click Continue to print. Otherwise, click Cancel.



If you print the report, you may want to uncheck the Cover Page option.



CONFIGURING THE REPORT

Options Tab

Title

If this field is left blank, the report title printed will correspond the name of the report type selected in the Report Type option set. To override the default title, enter a user-defined title in this field.

Start/End Dates

Define a date range for querying records.

- If **Authorizations Prohibitions** is selected as the Report Type, you will have an option to filter records by the Request Date or Status Date attributes using the Select prohibitions based on option set that will appear on the right side.
- When Record Access Log or Rejoinders are selected as the Report Type this date range will filter records based on the Date field of the record.

Authorization Type

This field will appear at the bottom if Authorization Prohibitions is selected as the Report Type. Select the authorization types you want to report from a predefined list of types. To select or deselect more than one type, hold the Ctrl key down while clicking.

Shortcut: Check the Select All checkbox to select all available types in the list (default mode).

Select Tab

By default, all students are included on the report. If desired, you can filter the report by **enrollment, track, student, counselor, advisor, grade, ethnicity, gender, or student group.**

Sort Tab

By default, the report sorts by **student name, date, then type.** You can rearrange this sort order using the Sort Tab. You can also add other fields (**counselor, advisor, grade, ethnicity, gender**) to the sort order.