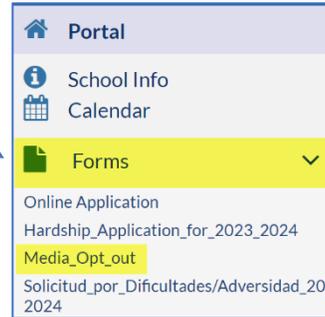


# Media Opt-Out form – Parent Instructions

- Login to the Focus parent portal
    - Unfold Forms on the left-side menu .
    - Select Media\_Opt\_Out
1. Select student to apply/remove restrictions for.
  2. Select applicable options.
    - a. Restrictions to be applied.
    - b. Removal of all restrictions previously applied.
  3. Enter your First and Last name.
  4. Submit Request for processing.
    - a. The request will be processed by District staff and the students record will be updated to reflect restrictions chosen.



## Media Access Opt-Out Form

**1. Select your Student:**

Florida Statute 1006.282(d)(4): Each district school board shall adopt and publish on its website the process for a parent to limit his or her student’s access to materials in the school or classroom library.

- This form is for parents to establish restrictions on the classroom library, media center or both.
- The form also functions as a rescind to remove previously established restrictions.

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**2a. ESTABLISH RESTRICTION:**  
I would like access to the following media locations restricted for my student:  
(Please choose one or both choices below)

Classroom Library

Media Center

This restriction will stay in force until notified by the parent via a new submission of this form as a rescind.

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**2b. RESCIND RESTRICTIONS:**

Rescind ALL restrictions

I would like to remove ALL Media Restrictions previously established for my student. I understand to have restrictions put into place again I will need to complete a new form.

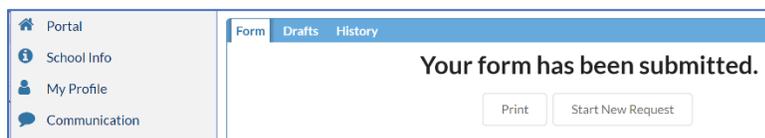
**3.** Parent Name:

Parent Signature:

Click to Sign

Start New Draft or Save Draft or Submit Request **4.** Print

- Once completed, you will see a notice on the screen that the form has been submitted.



- Parents can review form submission history under Forms – Media\_Opt\_Out – History.

Form	Drafts	History					
<span>2 Records</span> <span>Export</span> <span>Filter: OFF</span> <span>Toggle Columns</span>							
InstanceID	RequestTitle	rescind	restrict_M	restrict_CL	Select_Student	parent_name	parent_signature
83599	03/05/2024		Media Center	Classroom Library	Mo...	km	,2024-03-05 09:14:31
83525	01/25/2024	Rescind ALL restrictions			Mo...	Test Rescind KM	,2024-01-25 13:13:56