



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
OFFICE OF COMMISSIONER OF EDUCATION – COMMUNICATIONS

**PERMISSION RELEASE**

**GENERAL INFORMATION**

The Missouri Department of Elementary and Secondary Education (Department) includes images and identifying information of students, educators, and community partners on its website, publications, videos, public service announcements, and other outreach. The Department needs parent/guardian permission for students under the age of 18; individual permission is needed for those 18 and older.

**RETURN INFORMATION**

If you have any questions you may contact Communications at 573-751-3469. Please return your completed form via one of these methods to:

Email: [communications@dese.mo.gov](mailto:communications@dese.mo.gov)  
 Fax: 573-751-8613  
 Mail: Missouri Department of Elementary and Secondary Education  
 Attn: Communications, 6th floor  
 PO Box 480  
 Jefferson City, MO 65102

**CONTACT INFORMATION OF INDIVIDUAL OR PARENT/GUARDIAN**

NAME	PHONE NUMBER (      )	EMAIL ADDRESS
MAILING ADDRESS		CITY, STATE, ZIP CODE

**REASON FOR OBTAINING PERMISSION**

Picture       Video       Audio Recording       Other *[provide note]*

**AUTHORIZATION AND RELEASE – PERMISSION OF INDIVIDUAL OVER AGE 18**

I, \_\_\_\_\_ *[print name]*, authorize the Missouri Department of Elementary and Secondary Education (hereafter, the Department) and its agents to videotape, photograph, and otherwise record my images, likenesses, voice, and related information for use in educational and/or informational videos, publications, promotions and presentations. I hereby waive and release the Department, its employees, partners and agents from any claim or liability arising out of or relating to such use. I hereby grant permission to the Department to copyright and use, re-use, and publish and republish video, images, likenesses, voice and related information in whole or in part. This is to include print, electronic, Web and/or various media for an indefinite period of time. I also understand that any photographs, films, videotapes or other recordings in which I may appear may be used by the Department, its employees, partners and agents without any liability or compensation to me. This permission extends to print, audio, electronic, Web, including social media, and other formats and materials. Reasonable adjustments may be made to the images, materials and formats for purposes of editorial, layout and delivery need. Permission is granted, although not obligated, to identify the student/myself in connection with the information. I understand the images and information posted to the Web can be seen and copied by anyone with access to the Internet worldwide.

SIGNATURE OF INDIVIDUAL OVER AGE 18	DATE
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**PERMISSION OF PARENT/LEGAL GUARDIAN FOR THOSE UNDER AGE 18**

Parent/legal guardian permission is needed for individuals under the age of 18.

As a legal guardian of \_\_\_\_\_ *[print name of minor]*, I hereby warrant that I am of full age and have every right to contract for the minor in the above regard. **I state further that I have read the above Authorization and Release and that I am fully familiar with the contents thereof.**

PARENT/LEGAL GUARDIAN SIGNATURE	DATE
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).