

Supporting an “Opt In” or “Opt Out” Policy at Your School

There are basically two different policies for printing family information that most (if not all) schools adopt.

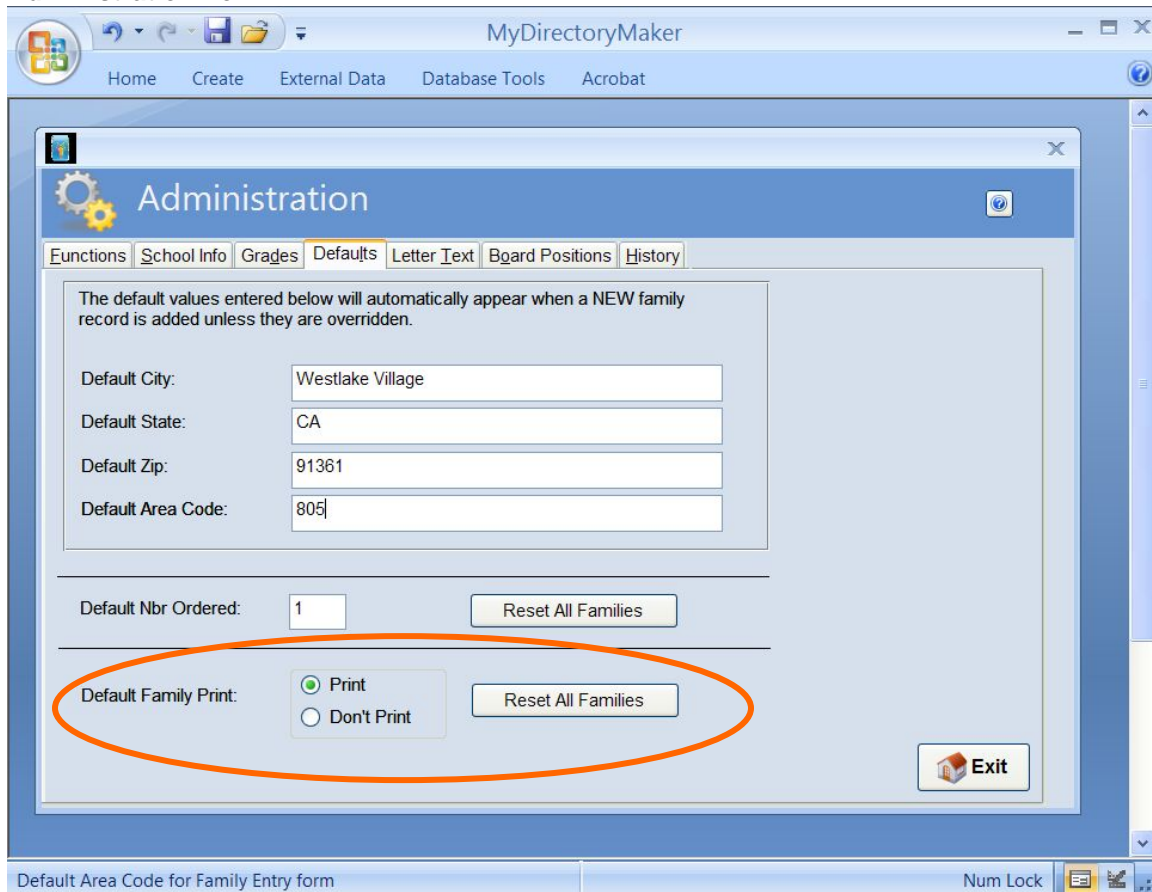
1. Opt In – This policy states that each year a family must restate that they wish to be printed in the directory.
2. Opt Out – This policy states that a returning family that has already given permission to be included in the directory will be included until they state that they wish to be excluded.

Both policies require that the school notify families that a directory will be published and give those families an opportunity to change their information, if required.

Software Setup

The default print flag in MyDirectoryMaker will support either an opt in or opt out policy at your school. The Default Family Print flag is used when a new family is entered. New families can be entered either through the Family Contact Maintenance form or through the Import process. This flag is found in the Administration function under the Defaults tab. As new families are entered into the system, their individual family print flag will be set to the default.

Administration Form



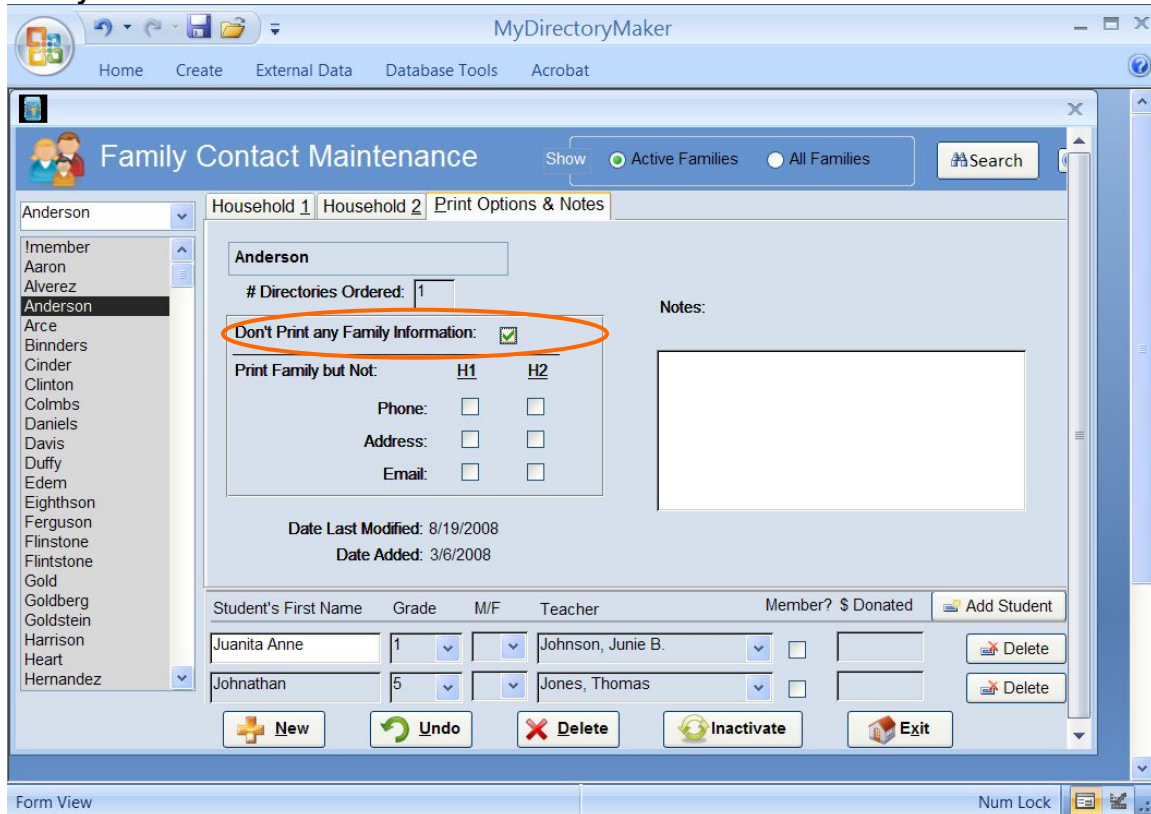
The screenshot shows the MyDirectoryMaker Administration interface. The window title is "MyDirectoryMaker" and the menu bar includes "Home", "Create", "External Data", "Database Tools", and "Acrobat". The "Administration" window is open, showing the "Defaults" tab. A message states: "The default values entered below will automatically appear when a NEW family record is added unless they are overridden." The form contains the following fields and controls:

- Default City: Westlake Village
- Default State: CA
- Default Zip: 91361
- Default Area Code: 805
- Default Nbr Ordered: 1 (with a "Reset All Families" button)
- Default Family Print: Print, Don't Print (with a "Reset All Families" button)
- An "Exit" button is located at the bottom right.

The "Default Family Print" section is circled in orange. The status bar at the bottom shows "Default Area Code for Family Entry form" and "Num Lock".

The individual family print flag is found on the Print Options tab in the Family Contact form.

Family Contact Form



MyDirectoryMaker

Home Create External Data Database Tools Acrobat

Family Contact Maintenance Show Active Families All Families Search

Anderson Household 1 Household 2 Print Options & Notes

Anderson

Directories Ordered: 1

Don't Print any Family Information:

Print Family but Not: H1 H2

Phone:

Address:

Email:

Notes:

Date Last Modified: 8/19/2008
Date Added: 3/6/2008

Student's First Name	Grade	M/F	Teacher	Member?	\$ Donated	Add Student
Juanita Anne	1		Johnson, Junie B.	<input type="checkbox"/>		Delete
Johnathan	5		Jones, Thomas	<input type="checkbox"/>		Delete

New Undo Delete Inactivate Exit

Form View Num Lock

The following examples explain how each option would work and how you would set the system defaults to support your policy:

1. Opt in policy

In this case, each family must indicate at the beginning of each school year that they wish to be in the directory. They must return either the Data Confirmation letter (for returning families) or a form (new families) to indicate their desires.

System set up

- At initial system set up the default print flag should be set as "no print".
- For new families - you will go to the Print Options tab and uncheck the "no print" box if they have opted to be in the directory. Because the default is set to not print, this box will be checked automatically and any new family entered will not print in the directory unless this flag is changed.
- For returning families - as they return their Data Confirmation letters, you must uncheck the "don't print" flag for each family who has "opted-in".
- At the end of the year, the Graduation process will reset all families to "not print". Next year you will go through the same process, changing the flag as parents return the letter/form for the directory.

2. Opt out policy

Families who have given information in the past (returning families) are automatically in the directory unless they return the Data Confirmation letter indicating that they do not wish to be included in the printed directory. Any new families will return a form providing their information and/or their desire to be printed in the directory.

System set up

- a. Set the default print flag to “print”.
- b. For new families – if a family has opted out of printing you will go to the Print Options tab and check the “no print” box. Because the default is set to print, any new family entered will print in the directory unless this flag is changed.
- c. For returning families - as they return their Data Confirmation letters, you must check the “don’t print” flag for each family who has “opted out”.
- d. At the end of the year, the Graduation process will reset all families to “print”. Next year you will go through the same process, changing the flag as parents return the letter/form for the directory.

Reports

The reports are built to honor the print flag. If a family doesn’t wish to be printed, their information will not display on any of the multi or single column reports. There are exceptions, however, where information will display:

Class Roster: The class roster WILL display a child, even if the family “don’t print” flag is checked.

Family with “No Print”: this report will display all families that are set to “don’t print”. This report is a great tool to use after you have entered all new and returning family data and want to see who has either not returned their form or who has opted out.

Members / Non-Members: this report will display family information. These reports are typically used for internal parent association purposes and not for general publication.