

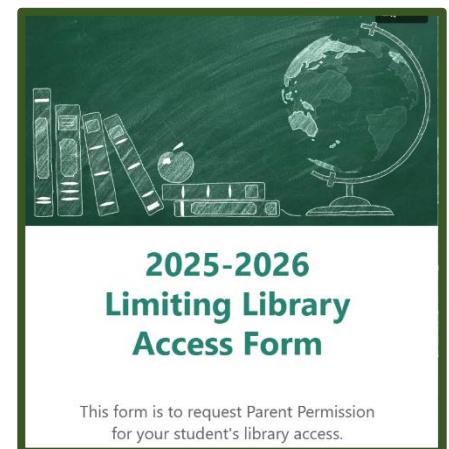
**IF YOU WOULD LIKE YOUR CHILD TO HAVE FULL AND OPEN ACCESS TO ALL MEDIA CENTER AND CLASSROOM LIBRARIES, NO FURTHER ACTION IS NEEDED.**

## Parent Process

If as a parent, you would like to **limit** your student's access, complete the LCS Media Center and Classroom Library Access form in FOCUS. **This means that your student will not be able to check out classroom or library media center materials at the same time as Open Access students. There will be a delay until you are able to approve them.**

The steps below outline what will take place once a student's access has been limited one you submit their information on the Microsoft Form link below.

1. A book icon will appear next to your student's name in FOCUS to indicate the choice of PARENT/GUARDIAN PERMISSION.
2. The Coordinator of Instructional Materials and Media will add a note to the student's account in Destiny (the library check out system) which will activate a notification of the choice of PARENT/GUARDIAN PERMISSION for students during the check-out process.
3. The classroom teacher will see a book icon next to your student's name in FOCUS which will alert the teacher that you have requested Limited Access and PARENT/GUARDIAN PERMISSION is now required for ANY materials your student will be exposed to in the classroom AND media center.



<https://forms.office.com/r/K9mkguGJKL>

## School Process

1. The student self-selects a material.
2. The student fills out a request form that includes a student signature.
3. The media specialist or teacher notifies the parent/guardian by one of the following means:
  - a. Email
  - b. Written note if online access is unavailable
4. The material is placed in a secure area on hold by the media specialist or classroom teacher.
5. Once the parent/guardian has approved the request, the student returns the request and the selected material to a media specialist or teacher.
6. Media specialist or teacher checks out the material to the student.

### **Parents/guardians will have 48 hours to respond to the notification.**

- If a response is not received, materials will be reshelfed.
- If a response is received, the media specialist or teacher complies with parent's request to provide students with the material or reshelve the materials due to denial of access.