School Video Readiness Checklist

DRAFT FOR ATTORNEY AND SCHOOL REVIEW. NOT YET APPROVED FOR USE. Confirm the final legal entity, specific distribution uses, retention and withdrawal procedures before collecting signatures.

Before filming

[ ] Designate a responsible school representative.
[ ] Review school filming and student-record policies.
[ ] Identify all participants and intended uses.
[ ] Obtain appropriate signed permissions before filming.

During filming

[ ] Provide approved wristbands only to participants cleared for the relevant use.
[ ] Confirm wristbands remain visible in every relevant shot.
[ ] Keep students without appropriate permission out of the frame.
[ ] Avoid personal student records, full names and unnecessary identifying information.

Before submission

[ ] Review the entire video, not just the opening frames.
[ ] Reject any shot with red, missing or obscured wristbands.
[ ] Confirm releases and music/image rights.
[ ] Complete school certification.
[ ] Wait for the secure submission portal. Never email student footage.

After submission

[ ] Retain permission records securely according to school policy.
[ ] Keep a record of the submission identifier and approved scope.
[ ] Report any consent concern promptly using the designated school contact process.

Required information and signatures

School / program _____

School representative _____

Review date _____

Do not submit completed forms through the public website. Schools should securely retain signed records under their approved retention policy.