

# MISSING CHILD PHOTO REPOSITORY OPT-IN FORM

The Montana Office of Public Instruction (OPI) maintains an electronic directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. The repository provides immediate and 24/7 year-round access to a child's school directory photograph to law enforcement should a child be reported missing. It uses students' current school photos that most schools take annually for school directories, ID cards, year books, etc.

**Complete and sign this form and return it to your school if you want your student's photograph included in the repository**

Student Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

## Important Information for Parents & Guardians:

- **Information about the electronic photograph repository:** The repository is authorized by Montana Code Annotated (20-7-1317, MCA) and requires the Montana Office of Public Instruction (OPI) to create and maintain an electronic directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. The repository provides immediate and 24/7 year-round access to a child's school directory photograph to law enforcement should a child be reported missing. Annually, districts must provide parents and guardians notice of the repository and a form to opt-in their student(s).
- **Who will have access to my child's photograph in the photo repository?** Your child's photograph will only be used by law enforcement for the express purpose of locating your child should he/she be reported to law enforcement as missing. No other use by OPI or law enforcement is permitted. Access by OPI staff will be strictly limited and controlled to staff or contractors creating and maintaining the repository.
- **How do I remove my child's photograph from the photograph repository?** A parent can opt-out at any time. Contact your school/district to request your child's photograph be removed.
- **How long will my child's photograph be in the repository?** Photos will be updated

- **How long will my child's photograph be in the repository?** Photos will be updated annually; if the photo is not updated and the parent doesn't opt-out, the photos will be purged from the repository after two years.
- Please visit <https://dojmt.gov/missing-persons/> to find more information about missing school-age children.

AIM User Guide:  
**AIM State Level  
Student Photo  
Repository**

STIPULATED IN MTSB40 and MCA 20-7-1317 THE OFFICE OF PUBLIC INSTRUCTION IS REQUIRED TO CREATE AND MAINTAIN A STUDENT PHOTO REPOSITORY. THIS GUIDE EXPLAINS THE PROCESS FOR:

- COLLECTING OPT-IN INFORMATION VIA THE STUDENT ENROLLMENT PROCESS.
- HOW TO UPLOAD/IMPORT PHOTOS AND OPT-IN FOR DISTRICT EDITION AND MONTANA EDITION IN INFINITE CAMPUS.
- INFORMATION REGARDING MISSING CHILD PHOTO OPT-IN OPT-OUT OPTIONS FOR PARENTS/GUARDIANS.

# State Level Electronic Student Photo Directory

## AIM User Guide

The 2019 Montana Legislature passed Senate Bill MTSB40 requiring the OPI to create and maintain an electronic directory photograph repository of all Montana public school students. The purpose of this photo repository is solely for assisting law enforcement officials in locating a student that has been identified as a missing child.

Parents/guardians must 'Opt-In' to have their child's photo included in the state repository. It is suggested that districts gather the student 'Opt-In' information from the students' parents/guardians via the enrollment registration form/process.

Initially, photos and Opt-in statuses are stored at the district level in Infinite Campus. The photo will only exist at the state level based on the Opt-In value that is elected for the student photo.

In order to aid law enforcement officials in their search for missing children, the Montana Department of Justice will be able to view student photos in the OPI AIM system. The photo will only appear at the state level of AIM, if a students' parent/guardian has elected to 'Opt-In'.

