

Opt-Out (Oklahoma)

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Tool Search: Opt-Out

The Opt-Out tool allows Oklahoma districts to indicate if a student's email should not be used by the state. The email will send for personal data verification, but the state is not allowed to use this email for anything.

The screenshot shows the 'Opt-Out' tool interface. At the top, there is a header with 'Opt-Out' and a star icon, and navigation links for 'Student Information', 'State Programs', and 'Opt-Out'. Below the header, there are fields for 'Student #', 'Grade', and 'DOB'. A 'Medical Condition(s)' field contains '506' and an 'InDistrict Tr' field contains 'InDistrict Tr'. There are buttons for 'New', 'Save', 'Delete', and 'Print Summary Report'. Below this is an 'Opt-Out Summary' table with columns 'Start Date' and 'End Date', showing a record for '03/10/2026' to '03/31/2026'. Below the table is an 'Opt-Out Detail' form with fields for '*Start Date', 'End Date', 'State Email Opt Out' (checkbox), and 'Comments (up to 255 characters)'. At the bottom, there is a 'District Defined Elements' section with a 'custom text' field.

- Read** - View Opt-Out records.
- Write** - Edit existing Opt-Out records.
- Add** - Add new Opt-Out records.
- Delete** - Remove Opt-Out records.

Refer to the [Tool Rights](#) article for more information on Tool Rights and their functionality.

Add an Opt-Out Record

1. Click the **New** button. The Opt-Out Detail editor displays.
2. Enter the applicable information for the student.
3. Click the **Save** icon when finished.

Opt-Out Detail Field Descriptions

Field	Description	Location
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Start Date <i>(Required)</i>	The start date for the record.	Database: ProgramOptOut.startDate Ad hoc Inquiries: Student > Learner > State Programs > ProgramOptOut > startDate
End Date	The end date for the record.	Database: ProgramOptOut.endDate Ad hoc Inquiries: Student > Learner > State Programs > ProgramOptOut > endDate
State Email Opt Out	Indicates the student's email should not be used by the state.	Database: ProgramOptOut.optOut Ad hoc Inquiries: Student > Learner > State Programs > ProgramOptOut > optOut
Comments	Additional information about the record.	Database: ProgramOptOut.comments Ad hoc Inquiries: Student > Learner > State Programs > ProgramOptOut > comments

Print Record Summary

1. Select **Print**
2. A PDF summary report is generated for the student's Opt-Out records.