

Sample Parent/Guardian Letter for Using Classroom Video

Dear Colleague,

Your school may have guidelines and permissions in place for using classroom video, if not, you may want to write your own letter to families explaining how you'll be using video and asking for permission to videotape their child. Below is a sample letter. You'll want to customize this for your own situations.

<date>

Dear Parent or Guardian,

I want to tell you about an exciting project in our classroom this year. I will be using video from some of our lessons to improve students' learning. Using video, I will be able to review class events so that I can be more responsive to students' ideas and thinking in my teaching. I particularly want to videotape some of our class discussions.

As part of my ongoing professional studies, I also may share video clips from our classroom with colleagues. I will take care when sharing video always to show students in a positive light.

All video data will be securely stored and password-protected. I will take care to ensure each child's confidentiality. Your child's face, voice, and first name may be in the videos. Your child's last name, our school name, and location will not be identified.

Participation is voluntary. If you (or your child) decide that you do not want to participate, he/she will still take part in our regular classroom activities, and his/her grade will not be affected. And, you are free to withdraw consent at any time.

Please complete the attached consent form. After you and your child have signed the form, please return it to me. If you have questions, please be let me know.

Sincerely,

<teacher>

<contact information>

VIDEOTAPING IN OUR CLASSROOM PARENT/GUARDIAN CONSENT

Please read the attached letter and ask any questions you may have before completing this form.

Please check **ONLY ONE** of the boxes below.

I have read the attached letter describing the use of video in our classroom

- I give permission for my child to be videotaped, as a part of learning experiences.
- I give permission for my child to be audiotaped, but not videotape.
- I do not give permission for my child to participate. My child will participate in all regular classroom experiences, but video or audio recordings of my child may not be captured.

Please sign and return this form to me.

_____ Date _____
Student's Name (please print)

Guardian's Name (please print)

_____ Date _____
Guardian's Signature

Address

Phone Number

STUDENT ASSENT

Please check **ONLY ONE** of the boxes below.

I know that my teacher will be videotaping in our classroom this year:

- I'm okay with being videotaped.
- I'm okay with to be audiotaped, but not videotaped.
- I do not want to be video or audiotaped.

_____ Date _____
Student's Signature