To: Parents and Guardians

Topic: Video Recording Notice

From: [EPP]

Date: [DATE]

Dear Parent/Guardian:

Student teachers from [INSERT EPP HERE] may be teaching in your child’s classroom during the 2018-2019 school year. These student teachers will be working on completing the edTPA assessment, which measures whether student teachers are prepared to teach and be recommended for Connecticut teacher certification.

As part of the edTPA assessment, student teachers teach a series of lessons and make short video recordings of their teaching. While video recording, your child may appear on one or more of the videos. The focus of the video recording is the student teacher’s teaching, not the students in the class. Also, student teachers will collect samples of student work as evidence of their teaching and your child’s work may be included.

All edTPA materials will be maintained in a secure system external to the school district. No student names will appear on any of the materials and all materials will be kept confidential. The video recordings and student work samples will not be made public in any way, and will be used **only** to assess the teaching of student teachers by edTPA scorers.

**If you notify your child’s teacher that you do not want your child to appear in a video recording of a student teacher lesson, the teacher will be sure that your child is out of the camera’s view.**

If you have any questions or concerns, please contact [INSERT EPP CONTACT INFORMATION]. Thank you.

Sincerely,

[EPP]