



Saint Martin's
UNIVERSITY

Teacher Performance Assessment (edTPA)

Student Consent Form

Dear Parent/Guardian:

As a student teacher in your child's classroom, I will be evaluated using the Teacher Performance Assessment (edTPA), an instrument that is currently being developed for use in Washington and other states. The primary purpose of this assessment is to develop a valid and reliable assessment that can measure the performance of future teachers and lead to improvement of the programs that prepare them.

Although the purpose of the assessment is to evaluate my teaching, the project will include short video recordings of lessons taught in your child's class, as well as samples of student work. In the course of taping, with your permission, your child may appear on the video recordings. If you choose not to give your permission, then your child will still participate in the classroom instruction as usual. S/He will just be seated out of camera range. Also, I will submit anonymous samples of student work as evidence of teaching practice, and that work may include some of your child's work.

The video recordings will be used solely for purposes of evaluating my instruction and for improving teacher preparation programs. The only people who see them will be teachers at the school, scorers trained by Pearson Testing, and university faculty and supervisors. The recordings will not appear on the Internet or in other public settings. Any samples of student work that I collect for this assessment will not contain the student's last name.

Sincerely,

(Teacher Candidate Signature)



PERMISSION SLIP

Student Name: _____
School/Teacher: _____
Your Address: _____

I am the parent/legal guardian of the child named above. I have received and read the project description given upon regarding the Teacher Performance Assessment (edTPA), and agree to the following:

(Please check the appropriate box below.)

I DO give permission to you to include my child's image on video recordings as he or she participates in a class conducted at _____ by
(Name of School)

(Teacher's Name)

and/or to reproduce materials that my child may produce as part of classroom activities. No last names of any child will appear on any materials submitted by the teacher.

I DO NOT give permission to video record my child or to reproduce materials that my child may produce as part of classroom activities.

Signature of Parent or Guardian: _____

Date: _____

I am the student named above and am more than 18 years of age. I have read and understand the project description given above. I understand that my performance is not being evaluated by this project and that my last name will not appear on any materials that may be submitted.

I DO give permission to you to include my image on video recordings as I participate in this class and/or to reproduce materials that I may produce as part of classroom activities.

I DO NOT give permission to video record me or to reproduce materials that I may produce as part of classroom activities.

Signature of Student: _____

Date: _____

Date of Birth: ____/____/____

Guidelines for candidate use of edTPA videos

A video clip is included in the Teacher Performance Assessment (edTPA) because it adds richness and valuable context to the evaluation of your teaching. However, because videos will almost always include identifiable images of students, their use as part of the edTPA carries some significant ethical and legal responsibilities. For reasons of privacy and safety, many parents are concerned about their children appearing in videos and photos, especially any that might be used outside the classroom. For both legal and ethical reasons, *those concerns must be respected at all times*. Doing so requires the following of you:

- 1. Parents and guardians must be asked to consent to having their children appear on the video.** Depending on the district, there may be different ways of satisfying this responsibility: some districts may already have parental consent that would apply to the edTPA video; in other cases, you must seek specific permission for students to appear on the edTPA videos. Your university supervisor can tell you how it will be done for your classroom. *If you have not been informed about this by the beginning of your student teaching, your responsibility is to ask your supervisor how this requirement will be handled.*
- 2. Before creating the video, you must be sure you know the names of any students whose parents did not grant permission, and must avoid including those students on the video by positioning the camera so that it does not capture their images. Also, any student work you submit as part of the assessment must not contain student last names.** Important note: Non-consenting students must *not* be excluded from the learning activity.
- 3. Once created, video clips must be submitted as part of your edTPA evidence, but must not be shared or distributed beyond that.** Video clips are created solely to be used as part of your edTPA submission. No part of that video (whether or not included with your submission) should be used for any other personal or professional purposes. In particular, *it must not be posted online, sent to friends and family, or included in your job portfolio*. Anyone suspected of misusing video clips (s) will be reported to the college/university. This violation falls under the FERPA laws and are subject to an investigation. Other possible civil and criminal investigations and/or penalties can apply. (Remember: Once you have shared the video electronically with anyone, you have effectively lost control of it.)
- 4. Once you have received confirmation that you have successfully completed the edTPA, video clips must be destroyed.** This includes not only the segments submitted, but any video material created as part of your effort to prepare for and complete the edTPA.
- 5. Your preparation program may seek your explicit, written consent to share the video with them for purposes of program improvement, since consent for this activity will be included in the form signed by parents or guardians.** You may choose to do so, but this is the sole exception to rule #3 above.

I have read the above guidelines and agree to follow them.

Printed Name _____

Signature _____

Date _____

Preparation program responsibilities for edTPA videos

Because of parental concerns over privacy and safety, as well as legal requirements, candidates and their preparation programs have significant responsibilities in creating the videos and limiting their use to appropriate purposes.

1. **Programs must work with candidates and districts to assure that the necessary parental consent has been sought and received, and that students whose parents have not given consent must not appear in the edTPA video.**
 - a. *Programs must explicitly explain to candidates the importance of obtaining parental consent for the video clips.*
 - b. *Programs must collect and save the candidate affidavits of responsibility.*
 - c. *Programs must communicate to candidates the process for assuring that parental consent has been sought and obtained. (This process will vary by districts.)*
 - d. *Programs must communicate to candidates the process for handling students who do not have parental consent during their videotaping.*
 - e. *Programs must confirm that consent forms are being retained, either by the district or by the program.*

2. **Programs that wish to use candidate video clips for purposes of program analysis and evaluation must observe the following guidelines:**
 - a. *Explicit, written candidate permission must be obtained.*
 - b. *Video clips collected by programs must be centrally maintained on a secure site and not further distributed, either internally or externally.*
 - c. *edTPA video clips collected by institutions must be used by program faculty solely for purposes of analyzing program effectiveness. Any other use requires separate explicit consent of candidates and parents.*
 - d. *Video clips collected for purposes of program improvement must be retained and destroyed in accordance with the institution's retention schedule.*

I have read the above guidelines and agree to follow them.

Printed Name _____

Position _____

Institution _____

Signature _____

Date _____