

PARENT COMMUNICATION

Example of Letter of Introduction

Dear Parent or Guardian,

I am a student teacher from Southwest Minnesota State University and I will be teaching in your child's class. I look forward to getting to know your child as part of my semester long experience. Please do not hesitate to contact me if you have any questions or concerns. (Current teacher's name here) will still be your child's teacher and will supervise my student teaching experience.

As part of the assessment of my progress to develop the knowledge and skills required to effectively teach in the classroom, I am required to develop a portfolio of a few of the lessons that I conduct. In the portfolio I plan to include photographs and examples of student work to document what students have learned from lessons I have taught. I also plan to videotape a lesson; this will be used to evaluate my performance. Segments may also be shown to potential future employers as I begin my job search for teaching positions.

I am requesting your signature on the permission form (see attachment) so I may include and use pictures or videos of your child in the manner outlined above. Please return the form by _____.

Thank you.

Sincerely,

Telephone (507) 537-6286 • Fax (507) 537-7145

1501 State Street, Marshall MN 56258-1598 • www.SMSU.edu

Student Work/Photographs/Video Permission Form

Example of Letter for Permissions

Dear Parent or Guardian,

I understand that with this permission _____ (child's name) may participate in only the items checked below which are a part of _____ (student teacher's name) guided teaching experiences in his/her assigned classroom. These items may be used by Southwest Minnesota State University to evaluate the student teacher's performance. I understand that the portfolio and segments of the tape may also be used by the student teacher during an interview and screening process when the student teacher begins to look for a teaching position. I understand that no further use of the items would occur. Photographs and segments of the tape which include children would most often show groups of children, although it is possible that an individual child could be shown working on an assignment with the student teacher and the child's first name may be used.

I UNDERSTAND THAT MY PERMISSION IS VOLUNTARY.

I give permission to use the items that are checked below:

_____ photographs _____ student work _____ videotape

Parent or Guardian Signature

Date

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