

February 27, 2008

Dear Parents,

This school year I am a participant in a class to certify experienced teachers as mentors to beginning teachers. This project requires short videotapes of lessons taught in your child's class be submitted. Although the videotapes involve both the teacher and various students, the primary focus is on the teacher's instruction, not on the students in the class. In the course of taping, your child may appear on the videotape. Also, at times during the year, I may be asked to submit samples of student work as evidence of teaching practice, and that work may include some of your child's work.

We are fortunate to have a Manchester College teacher education major working in our room this spring. She also is required to videotape some of her lessons.

No student's name will appear on any materials that are submitted. All materials will be kept confidential. The attached form will be used to document your permission for these activities.

Sincerely,
Mrs. Cook
Ms. Bennett