



December 15, 2021

Dear Parents,

I am currently working on obtaining my National Boards Certification in Early and Middle Childhood Music. I am honored to be working on this prestigious certification which will enhance my skills in music and teaching, providing a more fun, and learning experience for your students!

In order to obtain certification, one of the requirements needed is to provide photo and video footage during music class, as well as provide samples of students' work. The photo and video footage and student work samples is for instructional and professional purposes only, as it will focus solely on my teaching and professional growth.

With you and your students' permission, please fill out the attached form provided by the National Boards, whether you will, or will not permit me to take photo and video footage, and submit samples student work samples for my certification process. If you have any questions, please contact me at [cellinwood@audubonschools.org](mailto:cellinwood@audubonschools.org). *Please return the attached form by Friday, January 7<sup>th</sup>*. Thank you and have a great day!

Sincerely,

Carl Ellinwood  
Music Teacher



# STUDENT RELEASE

Dear Parent/Guardian:

I am a participant this school year in an assessment to certify teachers as accomplished practitioners in teaching. My participation in this assessment, which is being conducted by the National Board for Professional Teaching Standards (the **National Board**), is voluntary. The primary purposes of this assessment are to make decisions about whether a teacher demonstrates knowledge and practice expected of an accomplished teacher, improve student learning and encourage excellence in teaching.

This assessment requires that I submit short audiovisual recordings and/or photographs of lessons being taught in your child's class. Although the recordings/photographs will show or involve students, the primary focus is on my instruction, not on the students. In the course of this assessment, your child's image and voice may be recorded on the video, and your child may be photographed, with the recordings/photographs then submitted to the National Board. My submissions (the **Submissions**) will also include my written commentary sheets, instructional materials, essays, classroom plans, assignments, and commentary.

In addition, as part of the assessment, I may be asked to submit samples of student work (the **Student Work**) to demonstrate my teaching practices, which could include some of your child's work. No students' last names will appear on any materials or in any recordings that I submit as part of my assessment.

The National Board has broad rights to use my Submissions, and I assign to the National Board all of my rights in and to those Submissions. The National Board also obtains certain rights with respect to the Student Work that I submit. The National Board may use my Submissions and the Student Work, in its discretion, to further its mission of promoting excellence in education and teaching. For instance, in addition to uses related to my assessment by the National Board and any third-parties who assist in the assessment process, the National Board may post the Submissions and Student Work in a password-protected online database where they can be accessed by others for educational, research, and professional development purposes, and it may use the Submissions and Student Work in National Board works and publications. The National Board may receive fees from those to whom it grants access to the Submissions and Student Work. These uses may make my Submissions and the Student Work available for viewing by a broad range of individuals, educators, and students. Again, however, your child's last name would not be disclosed in the Submissions or the Student Work.

I am writing to request your permission for me to disclose to the National Board recordings and photographs that may include your child's voice or image, to be used and disclosed by the National Board only in accordance with the terms of this letter and the enclosed Student Release Form. By providing permission, you will also be granting the National Board a perpetual, irrevocable and royalty-free license to use any Student Work by your child that I submit as part of my assessment, and to have and to use any copyright, rights of publicity, and other rights associated with any Student Work, and you will be releasing the National Board from all claims (including invasion of privacy) in connection with its use of the Submissions or Student Work.

If you agree to your child's participation in the activities as outlined above and the National Board's right to use the Submissions and Student Work in the manner described in this letter, please sign the enclosed Student Release Form. I will retain this form documenting your permission and may provide it to the National Board upon request. If you do not consent to your child's participation, your child will be out of view in making the recordings and photographs, and I will not include your child's work in the Student Work I submit. Thank you very much.

Sincerely, \_\_\_\_\_

(Candidate Signature)

## Student Release Form

(to be completed either by the parents/legal guardians of minor students who are involved in this assessment or by students who are more than 18 years of age and are involved in this assessment)

Student Name: \_\_\_\_\_

School Name and Teacher Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

PARENT/LEGAL GUARDIAN

**I am the parent/legal guardian** of the child named above. I have received and read the letter that accompanied this form (the Letter), regarding a teacher assessment being conducted by the National Board for Professional Teaching Standards (National Board), and I agree to the following:

- I DO** give permission to you and the school referenced above to record my child's image and voice on video and take photographs as my child participates in a class conducted at \_\_\_\_\_ (Name of School), by \_\_\_\_\_ (Teacher's Name); and to provide copies of such recordings and photographs to the National Board; I also give you and the school permission to provide the National Board with copies of materials that my child has produced or may produce as part of class activities, all on the terms and conditions described below:
1. My child's last name will not appear on or in any recordings, photographs or school works that are submitted to the National Board.
  2. The National Board may use the materials that you submit to the National Board only for the purposes and on the terms described in the Letter.
  3. The National Board may disclose copies of the materials that you submit to the National Board: (a) to individuals who access a National Board password-protected database for educational, research or professional development purposes; and (b) in National Board works or publications in which such materials might be included.
- I DO NOT** give permission to you to record my child's image or voice or to reproduce or disclose to the National Board materials that my child may produce as part of class activities.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ADULT STUDENT

**I am the student** named above and am more than 18 years of age. I have read the letter that accompanied this form (the Letter), regarding a teacher assessment being conducted by the National Board for Professional Teaching Standards (National Board), and I agree to the following:

- I DO** give permission to you to record my image and voice on video and take photographs of me as I participate in a class conducted at \_\_\_\_\_ (Name of School), by \_\_\_\_\_ (Teacher's Name); and to provide copies of such recordings and photographs to the National Board; I also give you and the school permission to provide the National Board with copies of materials that I have produced or may produce as part of class activities, all on the terms and conditions described below:
1. My last name will not appear on or in any recordings, photographs or school works that are submitted to the National Board.
  2. The National Board may use the materials that you submit to the National Board only for the purposes and on the terms described in the Letter.
  3. The National Board may disclose copies of the materials that you submit to the National Board: (a) to individuals who access a National Board password-protected database for educational, research or professional development purposes; and (b) in National Board works or publications in which such materials might be included.
- I DO NOT** give permission to you to record my image or voice or to reproduce materials that I may produce as part of classroom activities.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_