

Department of Elementary Education

Instructions for Videotaping in Classrooms and Policy on Permissions

Teacher candidates completing either the Rehearsal edTPA or the scored edTPA must obtain parental permission to have children appear in edTPA videos. Moreover, it is essential that both the local school and the Department of Elementary Education have documentation that parental permission has been obtained. Please follow the instructions below very carefully.

Instructions:

1. The teacher candidate should ask the supervising teacher if the school has families sign “generic” video permission slips at the beginning of the school year. If that has been completed, then the supervising teacher must sign the form *Certification by Supervising Teacher: Videotape Parental Permission Obtained by the School* on the following page. The teacher candidate should return that form to the department office AND you are finished!!! You do not need to distribute permission slips to the children.
2. If the school has not collected “generic” video permission slips from families, the teacher candidate needs to copy and distribute the CSUN EED Videotaping Letter to Parents AND the CSUN EED Videotaping Permission Slips to the families in the classroom, **with permission from the supervising teacher.**
NOTE: **Do not** send a permission slip or cover letter home without your supervising teacher reading and approving it first!
3. After collecting the permission slips back from the children in your classroom (or the letter from your supervising teacher discussed in Item 1 above), the teacher candidate needs to submit the single form in a **legal size envelope** or the bundle of forms **in a manila envelope** and deliver it/them to the Elementary Education department office **BEFORE videotaping begins. Label the packet with the following information in the upper right hand corner of the legal size or manila envelope:**

Name of Teacher Candidate (your name) and 9-digit CSUN ID

Number of First or Second Semester Student Teaching Course, e.g. EED 560C, EED 578D

Name of Student Teaching School

Name of Seminar Instructor

Day and Classroom of Seminar

Candidates are NOT to videotape in their assigned classroom until permission slips are submitted to the department office!

4. Once you submit the single page form or the packet of permission slips, they will be scanned by the department office and will be forwarded to your seminar section for you to return to your supervising teacher.
5. Because this is a very important legal responsibility that must be followed by all teacher candidates completing edTPA videos, failure to collect the video permission slips, or return the slips to the classroom teacher will result in a delay in scoring and recommending the candidate for the credential.

Please refer to the edTPA Orientation Session coversheet for the due date for video permission slips or Certification by Supervising Teacher sign-off form. Please be sure to enclose your form(s) in an appropriately labeled envelope to the Department of Elementary Education Office, ED 1206.