**Siena College**

**Education Department**

**Release Form for Video Recordings & Use of Student Work**

Dear Parent/Guardian:

I am a Siena College student and am currently taking a course in the Education Department. As part of this course, I am observing in and helping to teach one of the classes that your son or daughter is taking. My Siena course requires that I video record myself working with either a whole class or a small group of students. I am also required to collect and analyze samples of student work. I will review and discuss the recording and the student work with some of my classmates and with my Siena College Education Department instructors.

Although the video recordings involve both the teacher and various students, **the primary focus is on my instruction,** not on the students in the class. When I record my teaching, your child may appear on the video. Also, I will collect samples of student work as evidence of my teaching practice, and that may include some of your child's work.

No student’s name will appear on any materials that I share, and materials will be kept confidential at all times. These materials will not be made public in any way. Video recording has been a standard practice for Siena College education students for many years, and the College has not encountered any problems. The form attached will be used to document your permission for these activities.

If you have any questions, please feel free to contact Dr. Mark Jury, Chair of the Education Department, either by phone (518-783-4259) or email (mjury@siena.edu).

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

(Siena College Education Student Signature)