

Gaining Permissions: Letter Template

Date

Dear Parent and/or Guardian:

Introduce who you are and your role in the classroom:

I would like to introduce myself. I am Ms. Nancy Marshall and I will be student teaching this term in Mr. Albert's fourth grade classroom. I am delighted to have this opportunity to learn with Mr. Albert and your child.

State the objective of the project:

During my student teaching, I will be studying my own practice of becoming a teacher through an action research project. Specifically, I want to learn more about ways to make homework meaningful.

Strategies that will be implemented:

I plan to implement a number of strategies to enrich the homework experience.

Data to be collected:

During this project, I will monitor homework assignments, survey students about homework, and observe class projects involving homework to better understand this issue. This data will be collected during the normal course of class routine and work.

Time line for the project:

I will be collecting data for this project between December 1 and March 5.

How the project will be made public:

I will present this project to the faculty and my peers at my university in April.

How confidentiality will be maintained:

Pseudonyms will be used throughout the report I write for the community, school, and all students.

Risks to students:

Data generated by students will be part of the teaching-learning process and will help me to be a better teacher and to provide a better education to your child. There is no risk in participation.

Response needed:

Please sign the permission slip below, indicating whether I may or may not use the data generated during the normal school day from your child's work.

Optional: Video-recording/Photos:

I would like to make video-recordings during this project and take digital photos. These will be used to create a class CD at the end of the project. You will receive a copy of this. I would also like to use this during my presentation. Please indicate if I have permission to use photos and video-clips of your child in my report.

Provide contact information:

Sincerely,

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Ms. Nancy Marshall
Email address & school phone number
Mentor teacher's email address & phone number

Provide a slip to be signed and returned by the student:

Please sign and have your child return this slip. Thank you!

- Yes. You may use data generated by my child to be used in your research project.
- No. Please do not use data generated by my child in your research project.

- Yes. You may use video-tape clips and/or digital photos of my child in your research presentation.
- No. Please do not use video-clips and/or digital photos of my child in your research presentation.

Signature of Parent and/or Guardian

Date