

**PDD Student Release Form**

Dear Parent/Guardian:

Please read the following information. Then complete, sign, and detach the Permission Slip and return it to me as soon as possible.

This school year, I am preparing a Professional Development Dossier (PDD) for the New Mexico Public Education Department. The purpose of the PDD is to provide evidence of my teaching so that it can be assessed. I am required to complete the PDD in order to apply for licensure advancement.

To provide this evidence, I may be videotaping lessons taught in your child's class. 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. Also, I need to submit samples of student work as evidence of my teaching competence, and that work may include some of your child's work.

No student's name will appear on any materials that are submitted. All materials will be used only as evidence of my competency or as part of training materials for PDD reviewers. Your child's image and/or work will not be made available to the general public.

Please sign the form below to grant or deny your permission for videotaping or using your child's work.

Sincerely,

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Teacher Signature

Date

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***PDD Permission Slip***

Student Name:

Address:

Teacher:

School:

I am the parent/legal guardian of the student named above. I have received and read your letter regarding your Professional Development Dossier. Please check all that apply below:

- Yes, I give my permission to include my child's image on videotape for purposes of the PDD.
- No, I do not give my permission to include my child's image on videotape for purposes of the PDD.
- Yes, I give my permission to reproduce and include my child's work for purposes of the PDD.
- No, I do not give my permission to reproduce and include my child's work for purposes of the PDD.

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Signature of Parent or Guardian

Date