

Sample Documentation Cover Letter for Interns

Consent for Documentation of Classroom Events and Student Work During the Internship

Date

Dear Parents/Guardians,

I am an intern who is co-teaching this year with _____ in your child's classroom. I wanted to let you know about some of the professional activities I will be engaging in as part of my internship. It is typical in course activities that interns are asked to collect examples of classroom interactions (e.g., with audio tapes or videotape, or still photographs), examples of students' written work, or information through short interviews with students. It is also typical for interns to want to include some of these examples in their professional portfolio upon completion of the internship. Below is a description of the kinds of examples I would like to collect:

[description]

As a regular part of my ongoing course work and my internship responsibilities, I mask the names of all students on any written work or visual work (e.g., pictures, drawings, paintings) shared in class for an assignment. When discussing classroom interactions and lessons with my colleagues, I use fictitious names and exclude sensitive information about a child or the child's family. If I make audio tapes or videotapes of classroom interactions, it is only for my own purposes in completing the project, and the tapes are not shared with others. My course instructors are responsible for providing guidance to me and making sure I maintain appropriate confidentiality as I complete course assignments and interact with my colleagues. My Collaborating Teacher also assists me in making sure I maintain confidentiality of the students in our class.

Attached is a **Documentation Consent Form** that asks for specific permission to collect the examples I need for the course project. Please indicate "yes" or "no" for each item on the list, and return the form to the classroom by [date]. I am eager to begin documenting my teaching practice and feel that it will benefit my professional learning and help me become a better teacher. If you have any questions regarding the project or how the information will be used, please do not hesitate to call me at _____.

Sincerely,

Intern's Name