

Permission to Digitally Record in School Settings & edTPA

What is the procedure regarding the permission forms?

- Each professor posts a copy of the Letter from the Department Chair with two attachments (TEACHER CONFIDENTIALITY AGREEMENT, SCHOOL DISTRICT PERMISSION FORM), TEACHER CANDIDATE REQUEST FORM AND RELEASE FORMS on the course Blackboard page
- You may personalize the TEACHER CANDIDATE REQUEST FORM by including the name of the principal, the course name, and signing it. Show your request to your supervising professor for approval before you take it to your school.

Who should receive the permission forms?

You should give a copy of the following information to the school principal and mentor teacher:

- Letter from the Department of Education chair with the two attachments
- TEACHER CANDIDATE REQUEST FOR PERMISSION TO DIGITALLY RECORD CLASSROOM INSTRUCTION (personalized version that has been approved by the professor)
- STUDENT AND ADULT RELEASE FORMS

What should I do with the forms once the principal and classroom teacher has approved them?

- You should make copies of the TEACHER CANDIDATE REQUEST FOR PERMISSION TO DIGITALLY RECORD CLASSROOM INSTRUCTION STUDENT RELEASE FORM and disseminate them to the students in the class.
- You should get permission from your mentor teacher and any adults or students over the age of 18 who may appear in any digital recordings by having them sign an ADULT RELEASE FORM.

What should I do with the signed permission forms?

You should collect and keep track of which students and adults have returned the signed RELEASE FORM. Any students or adults who do not have a signed release form cannot appear in any digital recordings used in your ePortfolio.

In which courses do I use the forms?

You should use the permission forms in any course in which you plan to take digital recordings that may be used in your ePortfolio. These are courses with your program prefix (ECE, EED, SEC, SPE).

What will I do with the signed forms?

You should maintain a file of all signed RELEASE FORMS received each semester and include the course, semester, and field placement information. During your ePortfolio presentation in a seminar course, you must show the forms pertaining to the students whose images appear in your ePortfolio presentation.

What if I did not secure permission for digitally recording instruction during a course?

You will not be able to use digital recordings during any part of your ePortfolio presentation without permission. For example, if you do not have permission forms from field placements in a methods course (e.g., ECE 301, EED 210, SPE 250, SEC 310) then student photos, digital or audio recordings from those field placements can

be used in your course assignments that are only viewed by your course professor but not in your ePortfolio, which is viewed by other faculty and peers.

What is edTPA? (Teacher Performance Assessment)

Authored and developed by Stanford University faculty and staff, with substantive advice from teacher educators, the Teacher Performance Assessment (edTPA) is designed as a performance-based assessment for preservice teacher candidates. Beginning Fall 2015, the edTPA will officially be part of the licensure process in Illinois. At this time, using a platform provided by Pearson, it will be the responsibility of professionals in the field of education (faculty and adjunct faculty from various teacher education programs, licensed teachers, etc.) to evaluate student teachers' performance assessment documents and videos using rubrics designed for TPA.

How will edTPA be used at Elmhurst College before official scoring takes place during Fall 2015?

Teacher candidates at Elmhurst College are required to create an electronic portfolio (ePortfolio) using Google Sites™. As part of their documentation for edTPA all programs will require candidates to comment and analyze their teaching practice, which will include videos of classroom instruction as well as artifacts documenting student progress. Candidates will receive formative and summative feedback from faculty based on the edTPA evaluation rubrics.

How is edTPA being implemented at Elmhurst College?

Each portfolio seminar (200, 300, 450) and student teaching seminar (45x) has an information packet on the ePortfolio. Information in this packet is aligned with edTPA. These packets are available on the seminar Blackboard pages as well as on program (ECE, EED, SEC, SPE) Blackboard pages. The packets are updated each semester as the program moves closer to the full edTPA implementation date of Fall 2015.

Where can I find more information about edTPA?

You can read an overview of edTPA at The American Association for Colleges of Teacher Education website at <http://edtpa.aacte.org/>