

Sample Letter and Release Form
Permission to Use Work and Photos in Digital Portfolios

Dear Parent/Guardian

I am creating a Web-Based Digital Teaching Portfolio as a requirement for the teacher education program at McKendree University. My digital teaching portfolio contains a variety of materials such as curricular units, writing samples, and evaluations of my teaching. This portfolio is used as part of my evaluation as a teacher education student and by McKendree University to maintain examples of teacher education student work for accreditation purposes. As part of my portfolio, I would like to include photos and samples of student work to demonstrate my teaching experience. Your child's name will not appear anywhere in my portfolio, please sign and return the release form enclosed in this envelope.

Sincerely,

Digital Portfolio Release Form

I give permission for [insert your name here] to utilize my minor child's, [Insert student's name here], image/work and to reproduce materials in a digital teaching portfolio that will be posted on the McKendree University Teacher Education Portfolio Web Site that my child has produced as a result of classroom activities. As a condition of my child's participation, I understand and agree that:

1. I am to receive no compensation for this participation,
2. My child's image or work confers upon me no ownership rights of any kind, including but not limited to my rights in copyright,
3. The materials produced may be used for educational purposes, and
4. My child's name will not be connected with any images or work.

I hereby release you from any liability for claims of any kind whatsoever rising out of my child's participation in the production of, or appearance in, the educational materials.

Signature, Parent or Guardian

Date

Name Printed

Phone Number

Permanent Address