



### edTPA Candidate Forms

Candidate's Name and ID number:	Date of Birth:
Street Address:	School(s) for Student Teaching/Internship:
City/State/Zip Code:	Cooperating Teacher:
EPP Name:	EPP University Supervisor:

The following includes four forms that must be completed by all candidates who are completing the edTPA (Teacher Performance Assessment) as part of their student teaching/intern experience. Please review each form carefully, retain a copy for your records, and return the original forms with all signature to your institutional designee.

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**Form 1: Student Teacher/Intern Confidentiality and Non-Disclosure Agreement**

It is the policy of the State of Alabama of Education and its school districts to protect the privacy and confidentiality of student educational data and employee personnel data consistent with the requirements of state and federal laws. In the course of your work as a student teacher or intern in the State of Alabama, you may have access to private or confidential information (oral, written or computer generated not otherwise available to the public at large) about employees, students, and families. All student information shall be treated as protected and private. No student data, family data, employee data or school business data, public or private, shall be included in student teacher portfolios or otherwise disclosed or released except as approved by the authorized district personnel and as provided by district's policies and procedures.

**THEREFORE I AGREE** that:

- My right to enter any student and employee data or make use of confidential information is restricted to my need to know the data or information to perform the responsibilities of my work within the district and to meet the expectations of my preparation program.
- If given access to any computer data systems, I will keep my computer access password(s) confidential. If another method of assessing a computer system is used, I will restrict its use to myself.
- I will not discuss confidential information except with people that have a need to know the information and who are properly authorized to have access to the information.
- I will not discuss confidential information in any public areas, hallways, gathering spaces, or other spaces that may compromise the privacy of the data. I will hold all confidential information of which I have knowledge in the truest confidence as required by law.
- I will not disclose names, images, or other private information of students or district employees without written authorization or permission.
- I agree to utilize confidential district related responsibilities and/or for meeting my educator preparation program requirements.
- Unauthorized disclosure, copying, and/or misuse of confidential information is a serious breach of district, state, and federal policy, and could result in disciplinary action up to and including termination of my student teaching or intern assignment. Further, this agreement mandates compliance extending beyond employment, contract, or association with any P-12 school where student teaching was completed as required by law.

**I HAVE READ THIS CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT AND AGREE TO THE TERMS STATED ABOVE.**

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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EPP Name:	EPP University Supervisor:
<b>Form 2: edTPA Statement of Acknowledgement</b>	

**I AGREE that:**

- I have primary responsibility for teaching the students during the learning segment profiles in this assessment;
- I have not previously taught this learning segment to the students;
- The video clip(s) submitted show me teaching the students profiled to the evidence submitted;
- Each student shown in the video has submitted his/her permission form prior to being videotaped;
- The students' work is included in the documentation and is that of my students, completed during the learning segment documented in this assessment;
- I am the sole author of the commentaries and other written responses and other requests for information in this assessment;
- Appropriate citations have been made for all materials in the assessment whose sources are from published text, Internet, or other educators;
- My students' work is confidential and will not be shared with anyone other than those directly connected to my student teaching experience (e.g., cooperating teacher, university supervisor, and other appropriate program faculty).
- I understand that failure to comply with this statement of acknowledgement can result in my removal from student teaching/inter experience and can result in receiving an unsatisfactory grade for the course.

**I HAVE READ THIS edTPA STATEMENT OF AGREEMENT AND AGREE TO THE TERMS STATED ABOVE.**

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate's Name and ID number:	Date of Birth:
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**Form 3: Guidelines for Candidate Use of edTPA Videos**

A video clip is included in the edTPA portfolio, because it adds richness and valuable context to the evaluation of your teaching. However, because videos tend to include identifiable images of students, their use as part of the edTPA carries some significant ethical and legal responsibilities. For reasons of privacy, safety, many parents are concerned about their children appearing on videos and in photos, especially any that might be used outside the classroom. For both legal and ethical reasons, those concerns must be respected at all times. You are required to do the following:

- **Parents and guardians must be asked to consent to having their children appear on video.** Depending on the district, there may be consents in place that would satisfy this responsibility. In other districts, you must seek specific permission for students to appear on the edTPA videos. Your institution can provide you a consent form for your use. *If you have not been informed about this requirement at the beginning of your student teaching, it is your responsibility to ask your supervisor how this requirement will be handled.*
- **Before creating the video, you must be certain you know the names of any students whose parents did not grant permission, and you must avoid including those students on the video by positioning the camera so that it does not capture their images.**
- **Students' last names must be omitted.** The students' last names must be removed from student work and any reflective statements that may be included in your portfolio.
- **Video clips that are submitted as part of your edTPA must not be shared beyond its intended purpose.** No part of any video taken in the classroom whether submitted as part of edTPA or not, may be used for other personal or professional purposes. In particular, the video cannot be posted on-line, sent to friends and family, or included in your job portfolio. Anyone suspected of misusing the video clips will be reported to your institution. This violations falls under the Family Educational Rights and Privacy Act (FERPA) laws and are subject to an investigation. Other possible civil and criminal investigations and/or penalties can apply. Once you have shared the video electronically with anyone, you have effectively lost control of it.
- **Once you have received confirmation that you have successfully completed edTPA, video clips must be destroyed.** This includes not only the segments submitted, but any video material created as part of your effort to prepare for and complete edTPA.

**I HAVE READ THIS GUIDELINES FOR CANDIDATE USE OF edTPA VIDEOS AND AGREE TO THE TERMS STATED ABOVE.**

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Candidate's Name and ID number:	Date of Birth:
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**Form 4: Waiver-Use of edTPA Portfolio for Program Improvement**

**I AGREE** that:

- My edTPA portfolio may be used for program evaluation purposes;
- My name will be removed from my portfolio; and
- Specifically, my edTPA portfolio may be used by my program for the following purposes:
  - Instruction within and across programs;
  - Program improvements;
  - Training; and
  - Preparing candidates

I have read and understand the materials to be submitted as part of the edTPA assessment. I agree to the following: *(Please initial beside either **I DO** or **I DO NOT** box below.) I will not be penalized if I choose: **I DO NOT** give permission.)*

	<b>I <u>DO</u></b> give permission the aforementioned institution to include my image on video recordings, and/or reproduce materials that I have submitted as part of my edTPA assignments, in training sessions with faculty, cooperating teachers, and with faculty associated with edTPA.
	<b>I <u>DO NOT</u></b> give permission the aforementioned institution to include my image on video recordings, and/or reproduce materials that I have submitted as part of my edTPA assignments, in training sessions with faculty, cooperating teachers, with faculty associated with edTPA, or other training purposes.
Candidate signature:	Date: