

## SAMPLE

<p style="text-align: center;"><b>NOTICE TO PARENT / GUARDIAN ABOUT VIDEOTAPING / PHOTOGRAPHING STUDENTS / MINORS</b></p>
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Dear Parent / Guardian:

During the course of this school year, teachers may from time to time want to videotape a class or a segment of a lesson for public relations reasons or for instructional purposes.

This letter is to notify you that teachers may videotape / photograph selected lessons in their classes and display examples of student work.

If you object to your child being videotaped / photographed or the child's work displayed, please let me know. Thank you for your help and consideration in this matter.

In addition public media may at times take pictures within the school. Also, please let me know if you would prefer that your child's picture not be used in newspapers or other education related articles.

Sincerely,

\_\_\_\_\_  
Principal Signature

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