Date

Dear Parent/Guardian,

This is my \_\_\_\_\_\_\_\_\_\_\_\_(first/second) year of teaching, and I have been paired with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mentor name), who is an experienced teacher assigned by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (district name) as my educational mentor. For mentorship purposes, I have been asked to compile a portfolio of work that has been completed by a student or students in my classroom. I am writing to ask your permission to include your son/daughter’s school work sample(s) in my portfolio.

This activity is designed to help me improve my teaching methods, and will not be used to evaluate your student in any way (beyond purposes of classroom evaluation I may have performed.) Further, your child’s last name will be removed from all papers to protect his/her confidentiality.

The portfolio will be compiled with the following methods: I will randomly select different types of work products (i.e., completed worksheets, written work, assessments, drawings/graphs) for inclusion in the portfolio. I will personally remove all last names from each work sample, as I understand the confidential nature of student work. I will make a copy of the paper(s) with last names removed and include the copies in a separate portfolio packet. I will maintain the portfolio in my (locked filing cabinet or desk). The portfolio will be available for viewing by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mentor name) who is my assigned teacher mentor at the time of a scheduled meeting. It will not leave my school at any time, and will be available for viewing only by the mentor identified in this document.

By signing this document, I am agreeing to allow my (son/daughter’s) work to be included in the Mentor/Mentee portfolio for the purposes identified above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Student Name)

Thank you for assisting me in improving my teacher effectiveness.

Respectfully,

(teacher’s name)