# Site Recording Permission

**Institution/Program name**

You must obtain written permission from parents of all children you include in your video recording for all courses within **Program name**.

Sites may include a wide variety of situations including early learning settings such as public, private, or home-based preschools, community-based organizations, faith-based organizations, health or social service settings, and others. Each organization has a unique requirement for the process of obtaining permissions. You must speak with an administrator at the site to find out exactly how to obtain permissions.

The course instructor must keep a record of your compliance with this requirement of obtaining parent permissions prior to filming and submitting videos for course assignments. If you collect signed parent permission media release forms, be sure to save them in your records.

Please complete the following form and submit to the **Program name** course instructor.

Your name:

Name of Early Learning Site:

Site Address:

Name of Site Administrator:

Contact Information for Site Administrator:

After following the necessary steps as outlined by the administrator, please check the appropriate box below:

[ ]  This site already has parent media permissions on file for each child that satisfy the requirement.

[ ]  I have received signed parent permission media release forms from a parent of every child I will record.

[ ]  I have given a copy of the information letter with an option to opt out to every parent in the group of children. I have a list of children who are opting out, and I will not include them in my videos.

[ ]  Other:

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Signature of Student Date