

Model Parent/Guardian Informed Consent Form for Task 3

Massachusetts Performance Assessment for Leaders (PAL)

(candidate's name) is a candidate for principal licensure, who is completing the Massachusetts Performance Assessment for Leaders (PAL). This task requires that he/she observe and conduct a pre- and post-observation conference with a teacher, video recording both the teacher observation and the post-conference meeting. All information collected in preparation for these activities, the video recordings, and any written analysis will be strictly confidential. Only Pearson scorers and staff supporting assessment development processes (and Massachusetts Department of Elementary and Secondary Education [ESE] staff for project oversight purposes only), and authorized entities will have access to the information for scoring, and for analyzing the feasibility of the assessment system and work product results and conducting validity studies.

If you have questions about the candidate's activities related to completing this task, please contact him or her at:

(candidate's name, title, phone number and email address)

If you have any questions about the PAL, please visit the PAL website www.doe.mass.edu/pal/ or the PAL program website www.ma-pal.nesinc.com. Contact information is available on the Contact Us page of the PAL program website.

Candidate statement

I am completing a performance assessment task of PAL. Task 3 requires me to demonstrate my skills in observing and providing feedback to a teacher, using a district teaching rubric. As part of this process, I will be working with your child's classroom teacher, observing his/her teaching, and meeting with him/her in pre- and post-conferences to provide constructive feedback on her/his instruction and suggestions for improvement. The participation of the teacher and your child is voluntary. The sole purpose of our work together is for me to produce work products that demonstrate my skills in assessing classroom practice and providing feedback to improve a teacher's effectiveness. My work with this teacher will not interfere with, or detract from, classroom instruction.

Common questions

What does the child's participation involve?

In order for the candidate to complete his or her assignment as part of Task 3 (to demonstrate his or her knowledge and skills in Leadership in Observing, Assessing, and Supporting Individual Teacher Effectiveness), he or she will gather relevant information, briefly observe two or more similar classrooms, meet at least twice with a volunteer teacher, and video record one or more

class lessons. With your permission, your child may appear in the video recordings, but will not be identified in them. If you choose to not give your permission, your child will still participate in the classroom instruction as usual. Your child will just be seated out of camera range, but not in a way that disrupts learning.

Information about your child will remain private. The candidate is required to protect the identity of people featured in the submission by removing any identifiable information including the name(s) of the district, school, institution, faculty, staff, and students.

The district will not have access to any candidate-produced work products related to the observation and feedback processes, including the video recordings, observation notes, feedback, and commentary.

Are there any risks or benefits to participating?

There are no risks from your child's participation. There will likely be no direct benefits to your child's participation in the study either, although your child's teacher may benefit from the feedback provided by the candidate and thus his/her work with your child may be more effective.

What will happen to the video recordings?

The video recordings will be used solely for the purpose of evaluating the candidate's skills in completion of this leadership task and may be used as examples for scorer training. They will not be used to evaluate the district, school, teacher, or any of the children in the observed class. The recordings will not appear on the internet, other than on the secured website (Pearson), or in other public settings.

All video recordings uploaded in the Pearson ePortfolio system will be maintained in a secure environment. The candidate will maintain his/her video recordings in a secure manner with restricted access.

The only people who will see the video recordings will be veteran educators from Massachusetts who will be trained to score the work products, the Pearson program staff who may use some video recordings for scorer training and to revise the task, and MA ESE staff who may use it for quality control purposes in the assessment development process. The recordings will not appear on the internet, other than on the secured website (Pearson), or in other public settings.

The district will not have access to the video recordings.

Does my child have to participate?

Participation is voluntary. If you are willing to have your child participate, the candidate will move forward with the process described above. If you decline to have your child participate, your child will be seated out of camera range but still be able to participate in classroom activities. You can decide to withdraw your child at any time, and there is no penalty for not participating.

What if I have questions during the candidate's activities?

If you have any questions about your child's participation or about the Massachusetts Performance Assessment for Leaders (PAL), please visit the Massachusetts Performance Assessment for Leaders (PAL) website <http://www.doe.mass.edu/pal/> or the PAL program website www.ma-pal.nesinc.com. Contact information is available on the Contact Us page of the PAL program website.

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Massachusetts Performance Assessment for Leaders (PAL)

Child's Name: _____

Parent/Guardian: _____

District/School: _____

I have received and read the project description about PAL and I voluntarily agree to the following:

I DO agree for the above-named child to participate in the PAL Task 3 performance assessment. I understand that this assessment is intended to evaluate the principal candidate and will not be used to evaluate the performance of the district, school, classroom teacher, or students. The video recordings will not be shared with anyone from my district except the classroom teacher. The video recordings will only be seen by assessment staff and veteran Massachusetts educators who will be trained to score these assessments under secure information management conditions and used only for purposes of assessing this candidate's leadership skills, scorer training, and revising the task and assessment system. The exception is that MA ESE staff may review the video recordings for quality control purposes or related matters as part of the assessment development process.

I DO NOT agree for the above named child to participate in the PAL Task 3 Performance Assessment for this candidate.

Signature of Parent/Guardian: _____

Date: _____

Principal Candidate: _____