

**INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF HUMAN RESOURCES**

TO: Student Teachers **DATE:** February 16, 2021

FROM: Peggy Taylor Presley, Administrator
Human Resources Division

SUBJECT: STUDENT TEACHER OBSERVATION AND RECORDING ISSUES

LA Unified currently has over 700 student teachers who have been matched with an LA Unified guiding /host teacher. We only accept student teachers who attend an IHE with whom our district has a current MOU. One of the provisions for each student teacher is the requirement to record some of their lessons as a condition to earning their credential. As we have moved to Distance Learning over Zoom, it has become necessary to establish a process which will address District needs, student privacy and FERPA requirements.

Current guidance for recording lessons as part of the student teaching requirement process is as follows:

- Student teachers may record on a separate device after ***obtaining authorization from parents/guardians.***
- Student Teachers may now record using Microsoft TEAMS provided that they use the L.A. Unified job aide as their guidance document
- No recording shall be made through the Zoom platform as doing so may not meet FERPA requirements. The following additional conditions also apply:
 - Only those students whose parents/guardians have responded with their authorization via the official LAUSD Student Teacher Recording Request Form may be recorded
 - Notification must also be provided to the guiding/host teacher and principal
 - Students whose parents have not provided authorization may not be part of the group to be recorded
 - The university supervisor may observe lessons conducted by the student teacher but must get permission from the guiding/host teacher and inform the principal of the date and scheduled timeframe
 - The university supervisor may not record any video or other images from their observation

A copy of the official LAUSD Student Teacher Recording Request Form will be provided for distribution and use. The following are suggestions for sharing this document with parents/guardians:

- The master teacher will host a Zoom meeting to introduce and explain the process
- The recording request form may be emailed to parents to secure their authorization
- Parents who do not have access to an email account, may have a hard copy of the recording request form mailed to them
- Many parents with a smart phone, may find it easier to respond using their phone
- Parents who make use of the LA Unified parents Portal may elect to respond via the portal

If you have any questions, please contact Peggy Taylor Presley, Administrator Teacher Development and Support Branch at peggy.presley@lausd.net .