# **Transcribing Online Instruction in St. Mary’s County Public Schools**

St. Mary’s County Public Schools is **not** allowing the use of video recording for edTPA. Instead, candidates will record the audio only of their lesson and will create a **transcript**. A transcript is acceptable alternative evidence in districts that do not allow video recording. Both the edTPA Coordinator and the candidate [will need to fill out a form for Pearson](http://www.edtpa.com/PageView.aspx?f=GEN_RequestingAlternateVideoEvidence.html) at least 2 weeks before the edTPA submission date.

Towson University has an approved recording permission form that should be used for **any** recording assignments (including edTPA). Any student whose family does not complete this form (or indicates that they do not give permission) will need to have an alternate activity. The audio recording must be deleted as soon as the transcript is created.

We have [digitized this form](https://towson.az1.qualtrics.com/jfe/form/SV_cOvoHQ4JqYY0ySp) so that it can be distributed and completed more easily. We have one central copy of this form in Qualtrics so that we will have a record of all families’ responses in one place. Please do not make a copy of the form.

1. To distribute the form to families, interns should use the email template on the next page, adding the appropriate information where indicated. (Interns should follow their mentor teacher’s instructions about how to send out the message to families and should be sure to CC the mentor teacher on all communication.)
2. Interns should receive an email each time a family completes the form. The edTPA Coordinator will also send out a master list of the responses for interns in each cohort.
3. If a family indicates that their child cannot be recorded, or the family does not complete the form, that child should not be included in the recording or have work samples used for university assignments or edTPA. Interns will need to work with their mentor teacher to determine a plan for the students who cannot be recorded. They may be able to hold a separate session for each group or create breakout groups with the help of the mentor teacher. (Remember, any part-time interns must be fingerprinted and have another adult in the room if conducting a breakout session.)

Dear Families,

I hope you are doing well. I am a teacher intern from Towson University who will be working with [mentor teacher name] this semester. I am excited to be completing my teacher preparation program in your child’s class.

As part of my program, I am required to create a transcript of lessons that I teach and to collect samples of student work. My university has worked closely with the school district to develop procedures for doing this. Please read the letter at the following link, then complete and sign the brief permission form. (You will be able to indicate whether you give permission or deny permission when you sign.)

[Student Release Form](https://towson.az1.qualtrics.com/jfe/form/SV_cOvoHQ4JqYY0ySp) (You can also copy and paste the URL in your browser: https://towson.az1.qualtrics.com/jfe/form/SV\_cOvoHQ4JqYY0ySp)

You will be asked to enter the following information when you complete the form:

School: [provide name for families to copy/paste]

Grade:

Teacher Name: [provide name for families to copy/paste]

TU Teacher Intern Name: [provide name for families to copy/paste]

Please let me know if you have any questions, and thank you for your support!

Sincerely,

[Teacher Intern Name]