

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**  
Special Education Department  
Transition Services  
2625 Barnard Street, T1  
Richmond, CA 94806  
510-231-1432 / 510-222-8354 fax

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**Dear Parent/Guardian:**

As part of the instructional program of the West Contra Costa Unified School District Special Schools, we will be utilizing video tape and/or photography equipment. From time to time current filming on video tape or photographs are made of the students, as they are engaging in either regular classroom activities or on field trips. These tapes and/or pictures are used to determine students' progress, to evaluate the effectiveness of the program, and as an instructional tool for the students. We also receive requests for photographs and/or video tapes to be used for publication and/or viewing by the public.

In order to use video tapes or photographs of your child we need your written permission. Please indicate your approval or disapproval on the bottom of this page.

**Yes**     *I agree that these video tapes or photographs will be used for valuation or instruction purposes only.*  
**No**

**Yes**     *I am agreeable to having video tapes or photographs of my child viewed by the public or used for publication.*  
**No**

Student's Name \_\_\_\_\_

Parent/Guardians' Signature \_\_\_\_\_

Date \_\_\_\_\_