

SAMPLE PERMISSION REQUEST LETTER

For any student, teacher, or school material (quotes, work, journal entries, names etc.) in your action research studies, you will need to get signed release forms. If you are getting permission for a student under 18, you must get the student's parent or guardian to sign the form. We cannot publish any work, quotes or names without a signed release form, even if the name is a pseudonym. The requested information (below in red italics) must be inserted by you before the form is signed.

June 14, 2002
Marisa Hogan
277 Columbus Ave.
New York, NY 10024

Dear Ms. Hogan,

I have prepared an action research study that may be used for publication in the next five years. My study focuses on the impact of technology in the classroom. The audience for the study is teachers and teacher educators. We would appreciate your permission to include the following quotes, journal entries and writing samples by your daughter, Kate Hogan, in any published material that includes this work and in all languages and in all media and excerpts of the material, including use for advertising, publicity, and promotional purposes.

In the study, I will include four journal entries describing Kate's experiences with Writer's Workshop, two poems Kate wrote, and three quotes from an interview I had with Kate. I have also included a copy of these passages within my study with this form.

The student's name will appear as Student 2 in the study instead of Kate Hogan.

Two copies of this request are enclosed. Please sign both copies and return one to me, keeping the other one for your files.

Thank you for your consideration.

Sincerely,
Polly Lagana
285 Broadway
New York, NY 10013

I (we) grant permission for the use of Kate Hogan's material in a published form.

Signature of parent/guardian

Printed Name and Address