# Confidentiality and Anonymity Form

Before starting to upload your work products, documents and commentary in the ePortfolio system for the PAL, please ensure that you have protected the rights of children and adults in your school and community, as outlined by the Family Educational Rights and Privacy Act (FERPA).

In addition, please ensure that you have **blinded** your artifacts, commentary, and relevant documents and **removed all personally identifying information related to you, your program, and your faculty**. If using a black marker, make sure that it is dark enough to sufficiently conceal the identifying information. In all artifacts and commentary, refer to individuals with generic labels (Teacher A, School B, District C, etc.) and do not use aliases, pseudonyms, or first names.

**NOTE: This completed form is a submission requirement.** Check the boxes below and **upload this file as one of your Other Documents**.

## Confidentiality

By clicking each box below, I verify that I have protected the identity of people in my work product submittals according to the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law that protects the privacy of student education records that contain information directly related to a student and which are maintained by a state, school or district. For more information about FERPA, please see [http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

**Please affirm for each box below:**

[ ]  I have removed the district name and school name, letterhead, and/or logos from all documents before uploading.

[ ]  I have not used **any** staff or student names in **any** work products that I produced before uploading.

[ ]  I have **removed all staff and student names** from all documents before uploading.

## Anonymity

All work product submittals must be made anonymous to ensure that scorers are not biased in their ratings. There can be **no information that identifies who is submitting the work**. Please remove all personally identifying information from your work products before submitting.

**Please affirm that you have done so by checking the following boxes:**

[ ]  I have removed MY NAME from all documents before uploading.

[ ]  I have removed the name of my preparation program and institution from all documents before uploading.

[ ]  I have removed the name of any faculty member who supported me in preparing my work products.

## Collaboration

Candidates can collaborate with others; however, each candidate must submit original work products, including written artifacts and commentary.

**Please indicate below whether or not you collaborated with others**:

[ ]  Yes, I collaborated with others.

[ ]  No, I did not collaborate with others.

**If Yes, please affirm that your submission is in your own words:**

[ ]  All artifacts and commentary are original work products.