



Elim Written Consent Form for Recording of Virtual Meetings

In an effort to continuously serve students during this period of remote learning, there may be times when one-on-one meetings with students and staff via staff member’s Elim purchased **Zoom account** need to replace in-person meetings (e.g. to discuss a lesson or disciplinary matter, etc.). The safety and security of our students is Elim’s top priority. For this reason, Elim Christian Services would like to record these virtual meetings.

By signing below, you authorize the recording of one-on-one meetings between your student and school staff. You and an administrator will be invited to one-on-one virtual meetings, but your attendance will be optional. If consent is not provided, the virtual meeting will not be recorded, but the school will require that an additional adult (either parent/guardian or school administrator) be present in the virtual meeting for the virtual meeting to proceed.

TO BE COMPLETED BY TEACHER OR STAFF MEMBER:

For this one-on-one meeting about _____
[Describe meeting and/or reason for the meeting]

that will be occurring on _____ between your student and
[Specify date/frequency of meeting and duration]

[Name of teacher/staff member]

You may withdraw your consent at any time by providing written notice to the student records and database administrator. This consent form is valid for the 2022-2023 school year.

Signature of Parent/Guardian/Student
if age 18 or older

Printed Name of Parent/Guardian/Student
if age 18 or older

Student Name

Student ID#

Date

Program

TO BE COMPLETED BY DIRECTOR OF CHILDREN’S SERVICES:

Signature of Director of Children’s Services

Date