

**INTER-OFFICE CORRESPONDENCE  
LOS ANGELES UNIFIED SCHOOL DISTRICT  
DIVISION OF HUMAN RESOURCES**

**TO:** Michael De La Torre

**DATE:** September 19, 2023

**FROM:** Maria Butler, Administrator   
Teacher Development & Support, Human Resources Division

**SUBJECT: NBC TEACHER OBSERVATION AND RECORDING ISSUES**

LA Unified currently has over 2,800 National Board Certified teachers as well as numerous LAUSD teachers who aspire to become NBC certified. One of the provisions for each teacher is the requirement to record some of their lessons as a condition to earn their NBC certification. As we have moved to Distance Learning over Zoom, it has become necessary to establish a process, which will address District needs, student privacy and FERPA requirements.

Current guidance for recording lessons as part of the National Board certification process is as follows:

- National Board renewal or initial certification candidates may record on a separate device after ***obtaining authorization from parents/guardians.***
- No recording shall be made through the Zoom platform, as doing so may not meet FERPA requirements. The following additional conditions also apply:
  - Only those students whose parents/guardians have responded with their authorization via the official LAUSD National Board Teacher Recording Request Form may be recorded
  - Notification must also be provided to the principal
  - Students whose parents have not provided authorization may not be part of the group to be recorded

A copy of the official LAUSD NBC Teacher Recording Request Form will be provided for distribution and use. The following are suggestions for sharing this document with parents/guardians:

- The NBC teacher or aspiring NBC teacher will host a Zoom meeting to introduce and explain the process
- The recording request form may be emailed to parents to secure their authorization
- Parents who do not have access to an email account, may have a hard copy of the recording request form mailed to them
- Many parents with a smart phone, may find it easier to respond using their phone
- Parents who make use of the LA Unified parents Portal may elect to respond via the portal

If you have any questions, please contact Maria Butler, Administrator Teacher Development and Support Branch at [murbin2@lausd.net](mailto:murbin2@lausd.net).