

# Source Parent Contact - Permission Request

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Name of contact: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date of contact: \_\_\_\_\_

Good morning, \_\_\_\_\_.

My name is Jim Streisel and I am the adviser of the *HiLite* newsmagazine at Carmel High School. Are you the legal parent or guardian of \_\_\_\_\_? I'm calling today to let you know that your (son/daughter), \_\_\_\_\_, has agreed to be interviewed for a story that could potentially reveal information protected by FERPA or other privacy protections. Because we take students' privacy seriously, our protocol involves me calling you to let you know about the story prior to any interview taking place.

The story my students are working on is about:

Angle:

Research/news value/why we are writing it:

My reporter has contacted your (son/daughter) because:

Relevance/credibility:

As part of our protocol, please note that an interview has not yet occurred. Rather, a student journalist has identified your son/daughter as a potential source and your son/daughter has agreed to go on record to talk. If you give permission, my student reporter will conduct the interview and, if you'll allow it, may also contact you for additional information. Often in stories like these, parents can be wonderful sources who can provide additional insight for our readers.

Please also note that my students are not interested in simply writing about topics such as these arbitrarily. They must always have solid journalistic reasons to share these stories with our readers in an effort to further inform and educate them on matters of importance. As is the case with all of our stories, they will work closely with me to ensure accuracy and credibility.

Do you have any questions or concerns that I can address?

Do you give your permission for your son/daughter to talk to a reporter about this issue? Yes/no

*If yes:*

Is there anyone else I need to contact before we proceed?

Would you be willing to be interviewed for this story as well?