**STUDENT PERMISSION REQUEST LETTER**

For any student material, you will need to get signed student release forms. Be sure to get the student’s parent/guardian to sign the form if the student is under age eighteen. We cannot publish student work without a signed release form, even under a pseudonym. The requested information (below in red) must be inserted by you before the form is signed.

*[date]*

*[student/parent/guardian’s name and address]*

Dear *[student/parent/guardian’s name]*,

I am preparing a *[book/project/video]* to be published by Heinemann, entitled *[title]*. Its audience is teachersandteacher educators. I would appreciate your permission to include the following material by *[student’s name]* in this and future works that I publish with Heinemann and in all languages and in all media and excerpts of the material, including use for advertising, publicity, and promotional purposes.

*[Provide a description of the student’s work. It helps to attach a copy of the material for which you are requesting permission.]*

The student’s real name may or may not appear in the finished book. *[If you plan to use a pseudonym instead of the student’s real name, you may want to state what it is here.]*

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,

*[your name and address]*

I (we) grant permission for the use of *[student’s name]* material described above in this and future works that Heinemann publishes with *[your name]*.

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Signature of student *(or parent/guardian of student under age 18)*

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Printed Name and Address

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Date

Form Updated: 05/06/2014