

**Parent Permission Sample for Exempt Category 1 studies**

**Instructions:**

1. Include information specific to your project in the bracket areas below [].
2. Instructions are in red, be sure to delete before submitting to the IRB.
3. Delete brackets, instructions and notes before submitting to the IRB.
4. Researchers must send two copies to parents, one to return and one to keep for the parent records.

NOTE: If you are obtaining identifiable student records, FERPA regulations apply. For the use of identifiable student records (grades, scores, homework, etc.) you must either obtain the student’s parent permission (if minors), or you must obtain an exception from the local educational agency who holds the records, forward this exception to the IRB. If you have the letter from the school/district which specifies that they grant you access to student identifiable data, you do not need to get parent permission.

NOTE: Confidentiality vs Anonymity

Confidentiality - the individual can be identified directly (including by the researcher if interviewed) or through identifiers, but the researchers promise not to divulge that information;

Anonymity - the individuals cannot be identified by anyone, including researchers (interviews, by their nature cannot be anonymous). If the data collected has been de-identified, you do not need to get parent permission.

**University of West Georgia**

**Research Information Sheet**

Parent Information Letter

January 15, 2019

Dear Parent(s):

As you may be aware, in addition to being your child’s [ ] Researcher should disclose role/position at school/location where study will take place and disclose any relationship to participants, if applicable, I am currently [a student OR faculty] at the University of West Georgia. As a [student/faculty] of West Georgia, I am completing a Research Project. I am asking parents permission to use student data for [ ] explain general purpose of the study.

[Describe, step-by-step what will be required of, or done to, the research participant. Describe how data will be stored, and how information will be kept confidential.] [Explain what the child will be doing is part of the usual curriculum/course work and it is required by the school that they complete these activities.]

For this research I will obtain the following information from the [classroom teacher/school/district]: [Describe what data you will be collecting as part of this project]

I am asking permission to use the information collected in my research study entitled [ ] title of your study. There will be no negative consequences for your child if you choose not to allow the data to be included. Furthermore, you may opt out of the study at any time without negative consequences.

If you do not want your child’s data to be included in this research project, sign and date the bottom of the form and return to [ \_\_\_\_\_\_\_\_\_ ]. Thank you for your consideration of this matter.

Sincerely,

I prefer not to give permission for my child’s data to be used in Ms./Mr. \_\_\_\_\_\_\_ Research Project. I understand that my child will not be penalized in any way because of this choice.

Parent Signature Date

Student Name (please print)

Please feel free to contact my advisor, Dr. \_\_\_ @......... or you may contact the University of West Georgia Institutional Review Board @ 678/839-4749 or irb@westga.edu if you have any questions or concerns about this research project.