

Parent Information Letter

December 15, 2012

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), I am also currently a student at the University of West Georgia. As a student of West Georgia, I am completing a Research Project. I am asking parents permission to use data gathered from (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.)

I am asking permission to use the information collected in my research study entitled “\_\_\_\_\_\_\_\_\_”. 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.