Parent Notification

Dear Parents and/or Guardians,

My name is \_\_\_\_\_\_\_\_\_\_, I am your child’s \_\_\_\_\_\_\_\_\_\_\_\_ teacher. I am currently a Masters candidate at San Francisco State University. I am writing to notify you of my research project that involves collecting data through regular class work (*insert specific data items to be collected*). The regular classroom instruction I provide to your child will not change, I am just using the material from existing assignments to (*insert study purpose here*). No personally identifiable information (PII) from your child will be analyzed for research. Your child’s grade will not be impacted by their participation in this research.

The purpose of this letter is to notify you of this project and give you the chance to opt out of having your child’s de-identified data used in my study. To opt out, please reach out to me at \_\_\_\_\_\_\_\_\_\_\_.edu. You can also reach my faculty advisor, \_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_.edu or the school’s principal at \_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you decide to opt out, I will not use your child’s (*insert specific data items to be collected)* in my research analysis and their grade or status at \_\_\_\_\_\_\_\_\_\_\_\_ (*insert school name)* will not be affected. Please feel free to reach out to me if you have any questions.

Sincerely,

*PI Name*

*Role at the School, School Name*

*Role at SFSU, San Francisco State University*