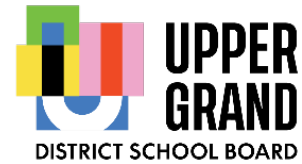


204-A Appendix B Guidelines for Research Letter to Parents/Guardians



A research letter to the parents of possible student participants under the age of 18, or adult students, must be produced on the letterhead of the agency or institution conducting the research and must contain the following:

- a) the name of the researcher/investigator(s) and the institutional affiliation
- b) the title of the research project, a clear description of its purpose(s), how the research is to be carried out, and an outline of how the results will be used
- c) an accurate description of the involvement expected from each participant
- d) the following statements (or a modified version):

The Research Liaison Committee of the Upper Grand District School Board has given permission for this study to be carried out at your child's school.

All information collected will be strictly confidential and the students will not be identified individually.

Your child's participation is completely voluntary.

The information is collected under the authority of board Policy 204 and the *Municipal Freedom of Information and Protection of Privacy Act*. Users of this information will be the members of [Research Group/Organization Name].

Should you have any questions or concerns regarding this research project, please contact:

Name of Researcher/Investigator: _____

Institutional Affiliation: _____

Telephone Number: _____

Signature of Researcher/Investigator

Principal Signature

- e) informed consent section to be returned to school (see sample below)

Please complete the following informed consent and have your child return it to their classroom teacher only if you agree to your child's participation in the research project.

YES, I have read the information provided and agree to allow my child to participate in this research project.

Name of Student: _____ **Age:** ____ Years ____ Months

Signature of Parent/Guardian/Adult Student

Date