**Parent Notification Letter Template**

Please modify this letter so that it is appropriate for your study. Please delete any text in red. For example, if you are addressing an adult student, write the letter directly to the student (i.e. remove “your child”).

Dear Parent,

My name is Researcher’s Name and I am conducting a research study in your child’s class. I am interested in studying please briefly explain the purpose of your study.

(In this next paragraph, explain when you will be in the class and what you will do in the class. Include an explanation about the child’s data and confidentiality issues. The following paragraph is a sample; please alter the paragraph so that it fits your study.)

I will be in your child’s class once each week for five weeks for about an hour per session. While I’m in the classroom, I will observe the teacher’s instruction methods and take notes (or audio/video recording, etc). I will not record your child’s name (image if you are recording) or any other materials that will identify you/your child. I may collect writing samples, but I will have the teacher remove your child’s name before giving them to me. You/your child will not do anything outside of his/her/your normal classroom activities and there is no risk to you/your child. Your child’s participant will not affect his/her/your grade.

If you have any questions or concerns about the study, or if you would like to withdraw your child from the study, please contact me at:

Researcher’s Name

Contact Info

To obtain more information about the study, ask questions about the research procedures, express concerns about your participation, or report illness, injury or other problems, please contact:

Tonya R. Moon, Ph.D.,

Chair, Institutional Review Board for the Social and Behavioral Sciences

One Morton Dr Suite 400

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Telephone: (434) 924-5999

Email: irbsbshelp@virginia.edu

Website: <https://research.virginia.edu/irb-sbs>

Website for Participants: <https://research.virginia.edu/research-participants>

UVA IRB-SBS # Please include iProtocol number HERE!

Sincerely,

Researcher’s Name