**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.

**Please contact the researchers on the study team listed below to:**

* **Obtain more information or ask a question about the study.**
* **Report an illness, injury, or other problem.**
* **Leave the study before it is finished.**

Principal Investigator's Name (If there is another study team member that should be listed as the contact person, please list contact information for both the PI and the contact person).  
Department, UVA Address (no home addresses!)  
University of Virginia, Charlottesville, VA 22903.   
Telephone: (434)…  
UVA Email address

Faculty Advisor’s Name (Include this information for student or staff research projects).  
Department, UVA Address  
University of Virginia, Charlottesville, VA 22903.   
Telephone: (434)…  
UVA Email address

**You may also report a concern about a study or ask questions about your rights as a research subject by contacting the Institutional Review Board listed below.**

Tonya R. Moon, Ph.D.  
Chair, Institutional Review Board for the Social and Behavioral Sciences  
One Morton Dr Suite 400   
University of Virginia, P.O. Box 800392  
Charlottesville, VA 22908-0392  
Telephone: (434) 924-5999   
Email: [irbsbshelp@virginia.edu](mailto:irbsbshelp@virginia.edu)  
Website: <https://research.virginia.edu/irb-sbs>  
Website for Research Participants: <https://research.virginia.edu/research-participants>

UVA IRB-SBS # Include Protocol Number HERE!

Sincerely,

Researcher’s Name