

[Date]

Dear Families in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s Classroom:

I am writing to tell you about a project that will be taking place in your child’s classroom. The project is about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Specifically, the project investigates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [Provide brief description of project.]

This project has been reviewed by the Smith College Institutional Review Board. It has been determined that the research falls under blanket parental consent. This means that the researcher will have access to the work students produce as they participate in the project. Copies of student work and any other documentation that is generated as part of the project will be kept strictly confidential. Publication or reports of this research will not include any information that would make it possible to identify your child.

You have the right and are welcome to ask questions about this project. If you have any questions about the study, please contact Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@smith.edu or by telephone at (413) 585-####, or ask **your child’s teacher**.

If you have any other concerns about your child's rights as a research participant that have not been answered by the researcher, you may contact the Smith College Institutional Review Board at irb@smith.edu or (413) 585-3562. Alternatively, concerns can be reported by completing a Participant Complaint Form, which can found on the IRB website at <https://www.smith.edu/academics/institutional-review-board/compliance>.

Sincerely,

[Researcher’s Name]