



## PARENTAL NOTIFICATION LETTER TEMPLATE

### 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 child, write the letter directly to the child (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 video tape, 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**

If you have questions about your rights as a research participant, please contact:  
Dr. Judy Ho, Ph.D.  
Chair, Graduate & Professional Schools Institutional Review Board (GPS IRB)  
Pepperdine University  
Graduate School Education and Psychology  
6100 Center Drive Suite 500  
Los Angeles, CA 90045

Telephone: (310) 568-2305  
Email: [gpsirb@pepperdine.edu](mailto:gpsirb@pepperdine.edu)  
Website: [www.pepperdine.edu/irb](http://www.pepperdine.edu/irb)

Sincerely,

**Researcher's Name**