

Use this template as a guide to create your student recruitment message to parents that will be shared by principals. Ensure it includes all the required elements and **statements**.

The *italicized text* is sample language you can use. Insert your specific details in place of the **bracketed comments in blue** and in the IF NEEDED sections. You may add additional information that is required or recommended by your external IRB committee.

Remember to remove these instructions and the highlighting, blue font, brackets, IF NEEDED phrases, and the IF NEEDED statements that do not apply from the document you submit.

Recruitment Email Script to Parents about Student Participants

Email Subject: *Student Invitation to Participate in a Research Study on [project topic/focus]*

Dear Parent,

My name is [first and last name], and I am a [job title] in [university, research institute, or organization name] working on a research/evaluation project for [funder, sponsor, grant name]. We have approval from MSCS and the school principal to recruit participants and collect data from consenting volunteers. You are receiving this information because we would like your child to participate in this study and need your consent before asking them to volunteer.

[Add if applicable] *All research staff who may interact with students have completed/will complete MSCS volunteer background checks before entering the schools to conduct research.*

Purpose of the study

The purpose of this study is to examine [brief description]. It focuses on [brief description].

Participation Criteria

Your child may be eligible to participate if they:

- [Criteria (grade level, course enrollment, program participant, club member, etc).]
- [Criteria (repeat as needed)]

We are recruiting [number] students in [number of schools or the District] to participate in this study.

Participation activities

If you consent for your child to participate, it will involve:

- [Data Collection activity] for [amount of time (one time, twice, etc.)]
- [Data Collection activity] for [amount of time] [repeat as needed]
- Participation in these activities will take a total of [number of minutes/hours] on [number of days] in [month/semester/year].
- The [data Collection Activities] **will be completed outside of instructional time** [or provide the approved time during the school day]. IF NEEDED The principal has approved students to participate [before and/or after school] in [space] and parents are responsible for transportation arrangements
- IF NEEDED With your permission, the [interview/focus group] will be audio recorded.

Voluntary and Confidential Participation

Participation is **completely voluntary**. You or your child may withdraw at any time without penalty. This study is not part of your child's schoolwork, and it will not be graded. IF NEEDED Students who do not assent to participate will be given another assignment/activity to complete in the [classroom, lab, etc.].

IF NEEDED We have also received approval to receive existing student data on [domains, source, data points, etc.] from the MSCS RPM department after they remove students' names and other identifiers. IF NEEDED RPM will use names/personal identifiers from [primary data collection participant lists or provided rosters] and link it with existing student data, but they will remove all names and other personal identifiers before sharing the data files with me.

Only aggregated results will be reported to [internal program staff, grant funders, board of directors, MSCS District leaders, and/or MSCS school principals] **for internal use only.** No student names or personal identifiers will be released. [Describe any other approved outlets.]

IF NEEDED Student participants will receive a **small token of appreciation** for their time.

Next Steps

Please [\[review the attached flyer, click on QR code\]](#) or contact us directly at [\[email address\]](#) to learn more and to receive a consent form. *You will have the opportunity to access the [\[data activity\]](#) questions before providing consent.*

Thank you for considering this invitation.

Sincerely,

[\[name\]](#)

[\[email and phone number contact information\]](#)