

Use this template as a guide to create your school recruitment message to principals and 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.

School Recruitment Email Script to Principals

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

Greetings MSCS Principal [name],

My name is [first and last name], a [job title in MSCS] in Memphis-Shelby County Schools (MSCS) and a [master's/doctoral] candidate in [graduate department] at the [university name] conducting a research study under the direction of [Dr./Ms./Mr. Faculty Advisor name].

I have received external IRB approval and MSCS approval to recruit participants and collect data from consenting volunteers. Following MSCS guidelines, I am requesting principal approval for your school to participate in my research study, [project name].

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

Recruitment and Participation

I am recruiting [number and participant group name (e.g., teachers/staff members/parents/students)] from [number of schools or the District] to participate in the study. Your school was selected because [brief description of reason]. I am inviting

eligible [participant group name] to voluntarily participate in [list of data collection activities].

[Participant group name's] participation in these activities will take a total of [number of minutes/hours] on [number of days] in [month/semester/year]. [List for each targeted participant group.]

Participants will be asked to complete [data collection activities] outside of instructional time. [Include exceptions for class observations or other approved data collection that must take place during the school day]

IF NEEDED I have also received approval to receive existing [participant group] data on [domains, source, data points, etc.] from the MSCS RPM department they remove people's names and other identifiers. IF NEEDED RPM will have access to personal identifiers from [primary data collection or provided rosters] to link that data with existing secondary data for those individuals, but they will remove all names and other identifiers before sharing the data files with me.

Principal Request

I am asking for you to:

1. Allow your school serve as a potential research site
2. Share the district-approved recruitment email or flyer [included below or attached] with your [teachers/staff/parents (on behalf of students)] through your school's communication channels.
3. IF NEEDED Allow me to use the [school space] for [amount of time] on [number of weekdays] during [time of day] to do [brief description of each data collection activity for each participant group].
4. IF NEEDED Provide the name and contact information of a school staff member who can help coordinate [space, people, etc.]

Benefits of the Study

This study is intended to contribute to [brief description]

Protections

Participation is voluntary, confidential, and will not interfere with school operations. [Add details here about how you will minimize interruption to the school day, and, if applicable, and how you will maintain confidentiality]

The deidentified aggregated results will be shared with my graduate committee and included in my thesis. No data or findings will be shared that identifies the District, schools, or individual participants by name. [If NEEDED, add other approved publication or presentation plans here].

Next Steps

If you approve of your school's participation and agree to share the recruitment messages, please reply to this email indicating your approval. At that time, I will provide the recruitment materials for your review and distribution. [If requesting use of school space and/or a school staff member to assist with coordination, add request for agreement and contact person here.]

Thank you for your time and consideration.

Sincerely,

[name]

[email and phone number contact information]