

Student Assent Form Guidance and Checklist

This type of form is used to obtain assent from minor student participants (those who are 17 years old and younger). In order for minor students to be eligible to participate in a study, the students must assent and their parents/guardians must consent.

The purpose of a student assent form is:

1. To provide prospective minor student participants with adequate information about a study so that they may make a fully informed decision regarding whether to:
 - a. assent to their participation in the study and/or
 - b. allow the researcher to use data about them for the study.
2. To document a minor student's assent to participate in the study.

These forms must clearly communicate what a minor student's participation in a study will entail, including:

- All study activities involving students (including those in which students may not be actively participating, such as observations).
- All personally identifiable student data to be collected/received from HIDEOE.

Audience-appropriate language

Assent forms must contain language that is easily understandable by and appropriate for the targeted student population.

This means that:

- The reading level is appropriate for the youngest targeted students (example: a form or script that will be distributed to second, third, and fourth graders should, at a minimum, be written at the second-grade reading level).
- Assent forms must **not** exceed the seventh-grade reading level, regardless of the grade level of the targeted students. They may, however, be written at a reading level lower than the grade level of the intended audience.
- Appropriate adjustments must be made for students who may not have the reading comprehension skills necessary to understand an assent form or script written at their grade level (e.g., English language learners, Special Education students).

To determine the reading level of your assent forms, you may wish to use the Microsoft Word readability tool, which will give you the estimated Flesch-Kincaid reading level of your document.

Obtaining assent

For students in the **2nd grade and below**:

- The contents of the assent form must be delivered orally via either:
 - a) an assent form that will be read to students or
 - b) an assent form script.
- Assent must be obtained orally and must be privately conveyed to the principal investigator or a member of the study team.
Note: Oral assent cannot be obtained in a group setting, as students would be aware of one another's responses. In order to protect students' privacy, oral assent must be obtained privately.
- The student's oral assent must be documented by the principal investigator or a member of the study team.

For students in the **3rd through 6th grade**:

- The contents of the assent form may be delivered:
 - a) Orally, either by reading the assent form or an assent form script to the student(s) or
 - b) In writing, for the student(s) to read themselves.
- Assent may be obtained either:
 - a) Orally, and must be privately conveyed to the principal investigator or a member of the study team, or
 - b) In writing via a completed assent form.

Note: Oral assent cannot be obtained in a group setting, as students would be aware of one another's responses. In order to protect students' privacy, oral assent must be obtained privately.
- Assent must be documented, as follows:
 - a) If assent is obtained orally, it must be documented by the principal investigator or a member of the study team.
 - b) If assent is obtained in writing, the completed form will serve as documentation.

For students in the **7th grade and higher**:

- The contents of the assent form may be delivered:
 - a) Orally, either by reading the assent form or an assent form script to the student(s) or
 - b) In writing, for the student(s) to read themselves.
- Assent must be obtained in writing via a completed assent form.
- Assent must be documented in writing via a completed assent form.

Additional information for HIDOE employees conducting research

Although HIDOE employees may be authorized to conduct research and data collection activities and to use non-public and/or personally identifiable HIDOE data (e.g., students' assessment scores, grades, survey data, work samples) as a part of their HIDOE assigned duties, they must request students' assent to use these data for non-HIDOE purposes, such as external research.

When a HIDOE employee is acting as an external researcher, it is important that s/he distinguishes between HIDOE assigned duties, regular classroom activities, and optional research activities.

This distinction must be communicated to prospective participants, who must be clearly informed that their participation in all research activities is voluntary.

Checklist

This checklist will be used by HIDOE Data Governance and Analysis Branch staff and Research Review Committee members to determine whether your consent forms meet expectations. If you are unsure whether a conditional expectation applies to your application, please contact the HIDOE Data Governance and Analysis Branch at DOEResearch@notes.k12.hi.us for assistance.

Expectations	Condition	Applicable?	Expectation Met?
1. Appropriate means of communicating contents of assent form to targeted audience (written form or script)	All applications	Yes	<input type="checkbox"/>
2. Appropriate means of obtaining assent from targeted audience (documentation of oral assent or completed form)	All applications	Yes	<input type="checkbox"/>
3. Title is clear and consistent with application	All applications	Yes	<input type="checkbox"/>
4. Purpose is clear and consistent with application	All applications	Yes	<input type="checkbox"/>
5. The reading level is appropriate for the targeted audience (For adults, the Flesch-Kincaid reading level should fall between 7.0 and 12.0)	All applications	Yes	<input type="checkbox"/>
The Flesch-Kincaid reading level as of insert date checked is insert reading level .			
6. How the student data will be securely maintained and destroyed	All applications	Yes	<input type="checkbox"/>
7. How the privacy and confidentiality of the student and student data will be protected	All applications	Yes	<input type="checkbox"/>
8. How and to whom the student data will be shared or publicly disseminated (e.g. final report to funder, presentation of findings to school community, journal article, conference presentation, etc.)	All applications	Yes	<input type="checkbox"/>
9. Benefits to the student as a result of participating in the study	All applications	Yes	<input type="checkbox"/>
10. Risks to the student as a result of participating in the study	All applications	Yes	<input type="checkbox"/>
11. A statement that the student's participation is voluntary and that student assent may be withdrawn at any time	All applications	Yes	<input type="checkbox"/>
12. A statement that the student's decision to participate in the study (including a decision to withdraw after initially consenting) will not impact: <ul style="list-style-type: none"> • The student's grades or academic standing at the school • The student's interactions with the teacher/school staff member 	All applications	Yes	<input type="checkbox"/>
13. Instructions for how to withdraw consent (e.g. notify the researcher, submit a written notification to the researcher)	All applications	Yes	<input type="checkbox"/>

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Expectations (cont'd)	Condition	Applicable?		Expectation Met?
14. Researcher's contact information for questions about the study OR, as appropriate, means of communicating questions to the researcher (e.g., student may ask teacher or parent to send his/her questions to the researcher) <i>Note:</i> HIDOE employees cannot use their HIDOE contact information (i.e., Lotus Notes email address, school/office phone number or mailing address).	All applications	Yes		<input type="checkbox"/>
15. How the information in the consent form will be provided to the student for their reference (e.g. keep the top portion, ask researcher for a copy, etc.)	All applications	Yes		<input type="checkbox"/>
16. A statement of the student's assent to the student's participation in the study (<i>As appropriate for age:</i> including study title)	All applications	Yes		<input type="checkbox"/>
17. At least one of the following: a. <i>For students in Grade 2 and lower:</i> A means of affirmatively documenting the student's oral assent (e.g., in the assent form, in a separate document) b. <i>For students in Grade 3 and higher:</i> Write-in fields for the student's name, signature, and date of signature	All applications	Yes		<input type="checkbox"/>
18. Description of the researcher's role as a HIDOE employee	If the researcher is a HIDOE employee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
19. Detailed description of all activities involving the students	If data will be collected from students	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
20. Explanation of what type of data will be collected from the students	If data will be collected from students	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
21. Length of time required to conduct each activity	If data will be collected from students	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
22. Number of times each activity will be conducted	If data will be collected from students	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
23. Planned researcher actions to address student discomfort during participation (e.g. skip a question, take a break, withdraw from the activity/study, etc.)	If data will be collected from students	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

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Expectations (cont'd)	Condition	Applicable?		Expectation Met?
24. Personally identifiable data that will be released by HIDOE to the researcher (including student work samples, extant HIDOE data, data previously collected on a school's behalf, etc.)	If additional data will be shared in addition to those listed in Expectation 18	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
25. The risk of potential loss of privacy	If data will be collected from the student and/or HIDOE will release personally identifiable information	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
26. A description of alternate activities for non-participating students	If activities will be conducted during instructional time	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
27. Information about incentives to participate in the study (e.g. compensation, stipends, gift cards, etc.)	If incentives are available to students	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

Optional Items	Condition	Included?
28. Expected duration of students' participation (e.g. Fall 2015, school years 2015-2016 to 2015-2017)	Optional, all applications	<input type="checkbox"/>
29. Names of individuals who will be involved in conducting each activity and will interact with students	Optional, all applications	<input type="checkbox"/>
30. Offer to make data collection instruments available for review	Optional, all applications	<input type="checkbox"/>
31. Non-personally identifiable (de-identified or aggregate) student data released by HIDOE to the researcher	Optional, if non-PII data will be shared with researcher	<input type="checkbox"/>

For DGA Use Only:

Date verified by DGA: *Enter date*

DGA staff who reviewed: *Enter name*