

Parent/Guardian Consent Form Guidance and Checklist

This type of form is used to obtain consent from the parents/guardians of minor students (those 17 years old or 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 parent/guardian consent form is:

1. To provide parents/guardians with adequate information about a study so that they may make a fully informed decision regarding whether to:
 - a. consent to their child's participation in the study and/or
 - b. authorize the researcher to use data about their child for the study.
2. To document a parent/guardian's consent for their child to participate in the study.
3. To ensure that the researcher has the necessary authorization to use data about the parent/ guardian's child for the study.

These forms must clearly communicate what a 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 HIDOE.

Audience-appropriate language

Consent forms must contain language that is easily understandable by and appropriate for the parents/guardians of the targeted student population.

This means that parent/guardian consent forms:

- As general rule, should be at the seventh-grade reading level.
- Must **not** exceed the twelfth-grade reading level.
- Must be appropriate for your targeted parent/guardian population.

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

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 parents'/guardians' consent 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 parents/guardians, who must be clearly informed that their child's 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. Title is clear and consistent with application	All applications	Yes	<input type="checkbox"/>
2. Purpose is clear and consistent with application	All applications	Yes	<input type="checkbox"/>
3. 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 .			
4. How the student data will be securely maintained and destroyed	All applications	Yes	<input type="checkbox"/>
5. How the privacy and confidentiality of the student and student data will be protected	All applications	Yes	<input type="checkbox"/>
6. 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"/>
7. Benefits to the student as a result of participating in the study	All applications	Yes	<input type="checkbox"/>
8. Risks to the student as a result of participating in the study	All applications	Yes	<input type="checkbox"/>
9. A statement that the student's participation is voluntary and that parent/guardian consent and student assent may be withdrawn at any time	All applications	Yes	<input type="checkbox"/>
10. A statement that the parent's/guardian's decision to consent to their child's participation in the study (including a decision to withdraw after initially consenting) will not impact: <ul style="list-style-type: none"> • Their child's grades or academic standing at the school • Their child's interactions with the teacher/school staff member 	All applications	Yes	<input type="checkbox"/>
11. Instructions for how to withdraw consent (e.g. submit a written notification to the researcher)	All applications	Yes	<input type="checkbox"/>
12. Researcher's contact information for questions about the survey <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"/>
13. How the information in the consent form will be provided to the parent/guardian for their reference (e.g. keep the top portion, ask researcher for a copy, etc.)	All applications	Yes	<input type="checkbox"/>

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Expectations, cont'd	Condition	Applicable?		Expectation Met?
14. A statement of the parent/guardian's consent to the student's participation in the study (including study title)	All applications	Yes		<input type="checkbox"/>
15. Write-in fields for the parent/guardian's name, signature, and date of signature	All applications	Yes		<input type="checkbox"/>
16. Description of the researcher's role as a HIDEOE employee	If the researcher is a HIDEOE employee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
17. 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"/>
18. 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"/>
19. 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"/>
20. 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"/>
21. 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"/>
22. Personally identifiable data that will be released by HIDEOE to the researcher (including student work samples, extant HIDEOE 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"/>
23. The risk of potential loss of privacy	If data will be collected from the student and/or HIDEOE will release personally identifiable information	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
24. A statement that the student's decision to participate (including a decision to withdraw at after initially consenting) will not impact: a. The student's grades or academic standing at the school b. The student's interactions with the teacher/school staff member	All applications	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
25. 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"/>
26. 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"/>
27. A statement of release of rights to specific data about the student (e.g. photographs, video recordings, audio recordings, work samples)	If other types of data will be collected that will need consented <i>release</i> to the researchers (e.g. photographs, video recordings, work samples, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

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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*