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**Institutional Review Board for the Protection of Human Subjects**

**Form I—Recruitment Letter for Parents/Guardians of Minors**

**[INSERT STUDY TITLE]**

***This is an example; the language should be modified for your proposal as necessary.***

***Recruitment letters/scripts/e-mails must employ a neutral tone in order to avoid coercion or undue influence.***

Dear Parents/Guardians,

I am currently a student at Whitworth University. I am pursuing a master’s degree in counseling. One requirement of the program is to conduct a research study on a topic of interest. I am interested in investigating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Before I am able to conduct any research, I need to obtain informed consent from you as well as assent from your child to participate in the study. The attached consent form provides a detailed outline of my research study and what your child’s role in the study would be. Your decision to have your child participate or not participate in the study will not affect how they are treated in the classroom. In addition, you may withdraw your child from the study at any time without penalty.

Please read the consent form and contact me with any questions or concerns. If you would like your child to participate in the study, please \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You can reach me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you have any questions.

Best,

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