



Parental Notification Form Regarding Participation in a Research Study

Study Title: *College and Career Readiness for Transition (CCR4T): Development and Validation of a Student Measure*

Principal Investigator: Allison Lombardi, PhD

Introduction/Why is this study being done?

Researchers from the University of Connecticut are conducting a research study at your child's school. This form will give you the information you will need to understand why this study is being done and what you need to do if you DO NOT want your child to participate. We encourage you to take some time to read about the study and to discuss it with your child. We also encourage you to ask questions now and at any time. If you decide to allow your child to participate, no further action is required. Your child will automatically be enrolled in the study. However, if you decide that you DO NOT want your child to participate or if you decide later that you would rather not have your child's data be used in the study, please sign the attached form and return it to your child's teacher by _____. You have a minimum of 5 school days to return this signed document and opt out of the research. Your child may not directly benefit from this research; however, we hope that your child's participation in the study may help inform teachers and administrators about student perceptions of college and career readiness at your school. In addition, your child's responses will help researchers better understand the relationship between students' college and career readiness skills and other academic and behavioral data (e.g., grade point average, attendance).

The purpose of this research study is to collect data to further understand college and career readiness and the relationship between students' academic and behavioral factors.

The data collected from the survey will be used to identify areas of strength and areas of need for our school. Survey analysis of the data provides information that:

- will provide an overall view of student perceptions of their college or career readiness skills.
- will help to guide school level decision making to promote and improve college and career readiness.

What are the study procedures? What will my child be asked to do?

Your child will be asked to complete a survey that will be given online. We expect the survey to take between 30-60 minutes to complete.

If you would like to review the survey please use the links below to preview the online survey. If you would like to review a paper copy, please come by the school office and we will be happy to provide you with a copy for your review.

Students will take the survey in their classrooms on school computers or they may be sent the survey via email to take outside of school as a distance learning activity. The survey will be given during a time chosen by the school to minimize lost instructional time. Students will be informed that they may skip any question that they do not want to answer or may discontinue taking the survey at any time. Students may stop participating in the study for any reason at any time without penalty.

If you DO NOT want your child to participate, what will he/she do instead?

Students who are not participating will be allowed to work on other class activities during this time.

What are the risks or inconveniences of the study?

We believe there are no known risks to your child because of his/her participation in the research study; however, a possible inconvenience may be the time it takes to complete the survey. There are no costs to participate, and you will not be paid for your participation.

What are the benefits of the study?

Your child may not directly benefit from this research; however, we hope that your child's participation in the study may help inform teachers and administrators about student perceptions of college and career readiness at your school. In addition, your child's responses will help researchers better understand the relationship between students' college and career readiness skills and other academic and behavioral data (e.g., grade point average, attendance).

How will my child's information be protected?

The following procedures will be used to protect the confidentiality of the data collected from your child. Student responses will be collected through the online survey tool, REDCap. Data is encrypted both during transmission and when stored in the database. Accounts are password protected and can only be accessed by the principal investigators for this research study.

Principal investigators will provide the school with reports describing student responses for each grade level and for student demographic groups of at least 25 students. At the conclusion of this study, the researchers may publish their findings. Information will be presented in summary format and neither your child nor the school will be identified in any publications or presentations

The study procedures are compliant with the Family Educational Rights to Privacy Act (FERPA), sec. 99.31, with regard to obtaining identifiable information from educational records with the intention to improve instruction. We will do our best to protect the confidentiality of the information we gather from you but we cannot guarantee 100% confidentiality. Your confidentiality will be maintained to the degree permitted by the technology used. Specifically, no guarantees can be made regarding the interception of data sent via the Internet by any third parties.

You should also know that the UConn Institutional Review Board (IRB) and Research Compliance Services may inspect study records as part of its auditing program, but these reviews will only focus on the researchers and not on your child's responses or involvement. The IRB is a group of people who review research studies to protect the rights and welfare of research participants

Can my child stop being in the study and what are my and my child's rights?

Your child does not have to be in this study if you do not want him/her to participate. If you decide to allow your child to be in the study, but later change your mind, you may withdraw your child at any time. Even if your child has completed the study, you may decide NOT to have your child's data used in the study. There are no penalties or consequences of any kind if you decide that you DO NOT want your child to participate.

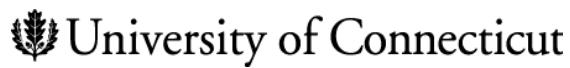
Your child does not have to answer any question that he/she does not want to answer and may discontinue taking the survey if he/she chooses without penalty. Students will be informed that they have this right prior to survey administration.

Your child's relationship with the teacher or the services they receive from their school will not be taken away or changed in anyway if you DO NOT want your child to participate or if your child chooses not to participate.

Whom do I contact if I have questions about the study?

We will be happy to answer any question you have about this study. If you have further questions about this project or if you have a research-related problem, you may contact the principal investigator, Allison Lombardi (860-486-2213). If you have any questions concerning your child's rights as a research participant, you may contact the University of Connecticut Institutional Review Board (IRB) at 860-486-8802.

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Notification of Refusal:

I have read this form and decided that I DO NOT give permission for my child to participate in the study described above. My signature also indicates that I have received a copy of this parental notification form. Please return this form to the child's teacher by _____.

Print Child's Name: _____

Parent/Guardian's Signature: _____ Print Name: _____ Date: _____

Relationship (e.g. mother, father, guardian): _____