

ATTACHMENT C  
CONSENT PACKET MEMO FOR PROGRAM



**MEMORANDUM**

**TO:** [SPP NAME]  
**FROM:** [RECRUITER NAME] **DATE:** [DATE]  
**SUBJECT:** Consent Instructions

As promised, I am sending you consent packets for the classroom participating in the Examining Data Informing Teaching (EDIT) project. Included in this package you will find:

- **A white envelope** containing consent forms with information about the project for the teacher.
- **Manila envelopes** for each child. Each envelope contains consent forms with information about the project and is labeled with a child's initials.
- **A checklist** attached to this memo to help you keep track of returned consent forms.
- **Pre-paid FedEx mailing materials** to ship completed consent forms back to Mathematica.

Each envelope, for both the teachers and children, contains two consent forms. The consent forms include information about the project. Parents should sign the consent forms and return one copy to you and keep the other copy for their records.

Please distribute the consent envelopes to the teacher as soon as possible and ask that they be returned no later than [DATE]. Please distribute these forms however your program sees fit (whether that's sending the forms home with the children or collecting consent when parents drop off/pick up the children).

One copy of each completed consent forms (teacher and parent consent forms) should be returned to you. Please be sure that completed consent forms have been signed and that *either* the "yes" or "no" box is clearly checked off on the back of each consent form.

Please keep these in a secure location until you have collected all of the consent forms. Please ship the completed consent forms back to me no later than [DATE] using the pre-paid FedEx materials provided in this package.

If you, teachers, or parents have any questions or concerns, please do not hesitate to contact us. You can call me at [RECRUITER PHONE NUMBER] or email at [RECRUITER EMAIL]. We very much appreciate your help with this important study!

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