

ATTACHMENT D
LEAD TEACHER CONSENT MEMO

MEMORANDUM

TO: [TEACHER NAME]

FROM: [RECRUITER NAME] **DATE:** [DATE]

SUBJECT: Consent Instructions

As you may be aware, your classroom has been selected to be part of an important project called the Examining Data Informing Teaching (EDIT) project. Included in this package you will find:

- A white envelope for you containing consent forms with information about the project.
- Manila envelopes for each child in your classroom. Each envelope contains consent forms with information about the project and is labeled with a child's initials. If you are missing an envelope for a child in your class, please let [SPP NAME] know.

Each envelope 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 envelopes to parents as soon as possible and ask that signed consent forms be returned no later than [DATE]. You know the families best and should distribute these forms however you see fit (whether that's sending the forms home with the children or giving the forms directly to parents during drop off/pick up).

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. All completed consent forms (for you and the parents) should be returned to [SPP NAME] by [DATE]. Please keep the completed consent forms in a secure location until you are able to give them to [SPP NAME].

If you 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!

An Affirmative Action/Equal Opportunity Employer