High School Student Dietary Behavior Validation Study

Attachment H2

Permission Form Tracking Log for the Validation Study

Permission Form Tracking Log

State: _____ School Name: _____ Date of Survey Administration: _____

Teacher: _____ Grade(s): _____ Class: _____ Period: _____

Prior to survey administration, please fill out columns 1-5.

This form will be collected by the study representative visiting your school for the High School Student Dietary Behavior Validation Study. Please use it to track parental permission forms once you have distributed them to students.

      Column 1: Please print student name (or identifier) of all students officially on your class roster.
      Column 2: Record date permission form reminder sent.
      Column 3: For any student who returns the permission form marked "No," put a check mark.
      Column 4: For any student who returns the permission form marked "Yes," put a check mark.
      Column 5: Indicate which, if any, of the codes listed below apply to students officially on your class roster.

  CCI – Cannot Complete Independently   **DS –** Dropped School   **EA –** Extended Absence   **MA –** Moved Away
  DC – Dropped Class   **E –** Expelled   **OSS –** Out of School Suspension   **ISS** – In School Suspension

      Column 6: On the day of survey administration, the study representative will work with you to complete Column 6. You will use the following codes to indicate the reason a student did not participate. *If a code was previously used for a student, you will not need to indicate another code.*

A – Absent   **NFR –** No Permission Form Returned   **PR –** Parent Refusal   **SR** – Student Refusal   **TAC –** Took in Another Class

Column #1 **Student Name or Identifier**	Column #2 **Date Reminder Sent**	✔ Column #3 **Check if Permission Form was Returned "No"**	✔ Column #4 **Check if Permission Form was Returned "Yes"**	Column #5 **Student Codes**	✔ Column #6 **Student IS Eligible for Make-Up (A, ISS, SR, or NFR only)**
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

15.					
16.					

Column #1 **Student Name or Identifier**	Column #2 **Date Reminder Sent**	Column #3 ✔ **Check if Permission Form was Returned "No"**	Column #4 ✔ **Check if Permission Form was Returned "Yes"**	Column #5 **Student Codes**	Column #6 ✔ **Student IS Eligible for Make-Up (A, ISS, SR, or NFR only)**
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					
41.					
42.					
43.					
44.					
45.					
46.					

For Office Use Only

Number of Eligible Students	Number of Completed Surveys	Number of Student Refusals (SR)	Number of Parent Refusals (PR)	Number of No Form Returned (NFR)	Number of Other Non-Survey Takers (A, ISS)