




Guide to Obtaining Parental Consent



No child can be surveyed until a parent/guardian has provided parental consent. This document will guide you through the process of obtaining that consent. It will also provide you with important considerations to keep in mind as well as helpful resources to leverage throughout the process.

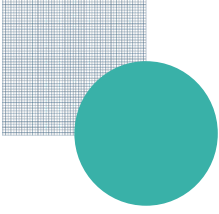
What does Parental Notification/Consent refer to?

Parental consent refers to a parent's/guardian's permission for their child to be surveyed. Parental notification refers to a school making parents/guardians aware of the survey and the requirement of their official consent. At times, we use them interchangeably because both actions go hand-in-hand.

State regulations require “active” (written consent) for students in 6th grade and lower and “passive” consent for students in grades 7 through 12. For either situation, written information about the survey must be sent to parents/guardians. It is very important to use a distribution method that parents are expected to engage with.

Active consent (“Opt-In Parental Consent”) for grades 3-6

For active consent to be had, no child can be surveyed until a parent/guardian has provided explicit written permission. If a permission form is not returned, it must be assumed that a parent's/guardian's permission has not been granted.



Please see below for sample active consent forms you can use at your schools:

- [Sample Elementary Parental Consent Form \(English\)](#)
- [Sample Elementary Parental Consent Form \(Spanish\)](#)
- [Sample 6th Grade Parental Consent Form \(English\)](#)
- [Sample 6th Grade Parental Consent Form \(Spanish\)](#)

Passive consent (“Opt-Out Parental Consent”) for grades 7-12

If parents/guardians do not notify the school that they do not want their child to participate in the survey, it will be assumed that a parent’s/guardian’s permission has been granted.

Please see below for sample passive consent forms you can use at your schools:

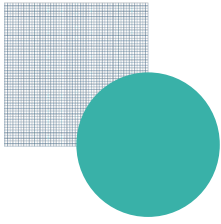
- [Sample Middle/High School Parental Consent Form \(English\)](#)
- [Sample Middle/High School Parental Consent Form \(Spanish\)](#)

How do I send Parental Notification/Consent Forms?

Parental notification/consent must be written, but districts may choose whichever method works best for their student population so long as parents can be reasonably expected to see it.

It is **strongly recommended** that districts send letters introducing the survey and the parental notification/consent forms early on with back-to-school registration packets. Other methods include:

- Email and electronic forms (i.e., Google Docs or Google Forms)
- Learning Management Systems (i.e., Power School, Canvas, Blackboard, Class Dojo, etc.)
- Automated phone messaging



What if I need consent forms translated into other languages?

Please see [our website](#) for various language translations of sample introductory letters and sample parental consent forms for elementary, middle, and high schools.

Do I need to track Parental Consent?

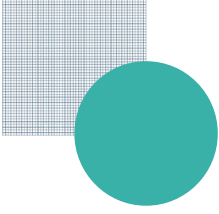
Districts/Schools **must** track which students do and do not have permission to participate in the survey. This will ensure that **only** students with consent receive access to the survey.

Consent tracking methods can vary widely. Your CalSCHLS TA can help you determine what will work best for you.

Is there additional consent language I should consider that is not used in the example consent forms provided above?

Yes. If you administer certain supplemental modules, you will need to include additional information in your parental consent form:

- **RYDM Questions About the Home Environment:** Add - “To further assess resilience and healthy development, there are questions about adult relationships, expectations, and participation in the home.”
- **Safety and Violence Module (high school only):** Add - “planning or attempting to commit suicide.”
- **Sexual Behavior Module:** Add - “sexual behavior and practices leading to HIV/AIDS, sexually transmitted diseases, and pregnancy.”



How is parental consent related to the step of downloading the surveys that will be administered?

In order for a parent/guardian to give consent, they need to be able to view the questions their child will be asked. You can download the surveys from our website and provide parents/guardians access via the district website, electronic communication, and/or hard copies at the school office.

If you have additional questions, please email calschls@wested.org with a clear subject line so we can route your question to the appropriate support personnel.