



Classroom Parental Consent Tracking Instructions For Teachers – 2015 SHARP Student Survey

After the district survey coordinator distributes consent forms to you, hand them out to your students. Be sure to note that parents with questions may contact your Project Contact (Mary Johnstun, Project Director, 801-842-2682; David Dunn, Project Coordinator, 801-359-2064 ext 111, or Jake Trumbo, Project Coordinator, 801-359-2064 ext. 112). Parents who would like to see the survey their child will be taking can view it in the principal's office or can call/email Mary, David, or Jake (see contact info at bottom of sheet).

We know the task of obtaining parental consent can be difficult at times, but it is an integral part of our surveying process. In order to get the best planning data for your school, we need to give every student the opportunity to take the survey. For a successful survey, we need to get 100% of the forms returned (with consent or without). As a way of saying "Thank you" for all of your hard work and efforts in getting the forms returned, we are going to offer you an incentive for getting 90% of the forms returned. We only ask that you continue to ask for the forms to come back until you reach the 90% point.

Suggestions for obtaining parental consent...

- Emphasize to students that parental consent forms should be returned the next day, but gather consent forms until the day of the survey.
- Try to think of non-monetary incentives to offer to students – i.e. citizenship credits, school passes, extra credit, classroom incentives, etc. – for returning their forms. Emphasize these incentives and give to all students who returned forms – with consent or without consent. If you are unsure about what non-monetary incentives you can give, ask the survey coordinator in your district/school for ideas.
- We've found that the following ideas are effective in getting students to return their forms: phoning parents who have not returned forms to remind them of the task, reminding students daily about returning the forms, explaining the importance of the survey to students, having a reminder read over the school intercom system with the daily announcements, or making the return process into a game (i.e. offering all students a class treat if all forms are returned). Let us know if you need more suggestions.
- Please attach the enclosed Classroom Parental Consent Tracking Form to a folder or envelope. As consent forms come in, you can use the folder to keep track of parental consent return rates.
- The consent forms distributed gather consent for each of the two questionnaires used for the SHARP Survey. Each class, however, will only take ONE of the two surveys. Keep track of the students who do not have parental consent or who did not return the consent form. Once you are notified which of the two surveys your class will be taking, you can use your tracking sheet to identify which students do not have consent to take the particular survey (PNA or YRBS) they are scheduled to take on the designated survey administration date.
- The survey coordinator will contact you within one week after forms are handed out. Please supply the coordinator with the following information: 1) the number of students who have consent for the PNA, 2) number of students who have consent for the YRBS, 3) number of forms returned without consent for both, and 5) the number of students who did not return the forms.
- After giving the survey coordinator a preliminary count of returned forms after the first week, the coordinator will work with you to assess the situation and discuss possible options for getting more forms returned. If the initial return rates are low, your survey coordinator will be in regular contact with you up to the survey date to get regular updates about the consent return rates in your class and to work with you to get at least 90% of the forms returned.

If you have any questions, please contact your survey project director/coordinator, Mary Johnstun (801-842-2682 or mary@bach-harrison.com), David Dunn (801-359-2064 ext 111 or david@bach-harrison.com), or Jake Trumbo (801-359-2064 ext 112 or jake@bach-harrison.com). Thanks for your help!!!