

**Sample Consent Letter**

Dear Parents:

I am presently involved with the elementary teacher education program at <university>. I work with prospective teachers to understand how children learn concepts in mathematics. As part of my efforts, I collect interview information from children on their understanding of basic mathematical concepts. By keeping abreast of children's thinking about mathematics, I am better able to prepare the teachers who will in turn work in our public schools. This is where I need your help. I would like consent to interview your child on a one-to-one basis (concerning his/her ideas of number and length.) This interview will consist of two sessions of approximately 20 minutes in duration.

The only personal information about your child necessary for my purposes is the birth date "month and year only". This will allow a clearer picture concerning children's thoughts at particular age levels. I do not anticipate any risks to your child from participating in this study.

Participation in this study is completely voluntary and there is no penalty for declining to participate. You are free to withdraw your child from the study at any time. In addition, students who do not wish to participate will not be included in the research.

After the questioning is complete, I would be happy to share my findings with parents and teachers at your child's school.

Please sign and return this form as soon as possible if you agree to have your child participate in this research. If you have questions, please call me at 888-1111.

Child's Name: \_\_\_\_\_

Child's Date of Birth: (month & year only)\_\_\_\_\_

Parent/Guardian Approval: \_\_\_\_\_  
Signature

Consent Date: \_\_\_\_\_

Thank you,

Joan Doe,  
Assistant Professor

**Sample Abstract/Summary**

If the abstract or summary is not part of your final report, use the following titles to complete one.

Project name and WCPSS project number

Author(s)

Participation (schools)

Description of study

Description of results

Implications of results

Implications for the school district

Send an electronic copy of the abstract or summary to: [eandr@wcpss.net](mailto:eandr@wcpss.net)