



Form A: Principal Confirmation of Parental Consent Letter Mailing

Thank you for agreeing to participate in the 2021 Maine Integrated Youth Health Survey (MIYHS). This form is necessary to ensure both the consent and safety of the participants and the use of your school's data.

Please complete this form when consent letters have been sent to all parents/guardians.

- Parental consent letters must be distributed **two to six weeks prior** to the survey administration date(s). The parental consent letter has been translated into select languages and these versions are available upon request. The survey questions, which will be emailed to you, should be kept on file for parental review.
- The delivery must follow the protocol outlined in the consent section of the 2021 Administration Handbook (please refer to the "Consent Letter Delivery Process"). You must ensure that all parents/guardians receive the consent letter **two to six week** prior to survey administration.

It is **vital** that someone in your school (for example, your MIYHS Coordinator or someone in the main office) creates a list of students who won't be participating in the survey – either due to parental non-consent or parental consent letters returned as undeliverable. ***As these students will not be able to participate in the survey, they should be given an alternate activity during the survey administration period.***

Once your school has delivered the parental consent letters, **please sign below and return this form with a PDF copy of the letter on school letterhead** via email to: korey.pow@maine.gov or via mail to: Korey Pow, 286 Water Street, 4th floor, 11 State House Station, Augusta ME 04333. When the form has been received, an email will be sent to the MIYHS Coordinator of your school **giving approval to administer the survey**. If this approval is not sent, your school's data will be removed from the analysis as specified in the informed consent protocol.

"I verify that the parental consent letter for the 2021 Maine Integrated Youth Health Survey was sent via electronic delivery or U.S. Mail to the parents or guardians of the eligible students (grades 5 – 12) in my school on _____ (Date).

Signed: _____ Today's Date: _____

Principal

Printed name: _____