

Parent/Guardian Consent Letter Delivery Process

(Consent emails/letters to be sent to parents/guardians at least two weeks, but not more than six weeks, prior to your school's survey date)

Electronic Delivery (Email) + U.S. Mail Delivery as needed

U.S. Mail Delivery

Step 1: Compile home email addresses for all families.

1B: Start a list of all students unable to receive electronic letter (no contact listed, undeliverable, etc.)

Step 2: Insert school logo/letterhead into *Standard MIYHS Electronic Parental Consent Letter*, which will be sent to participating principals via email

Step 3: Send parent consent letters via email to all parents/guardians

3B: Update list from **1B** to include undeliverable messages

Step 4: Insert school letterhead into *Standard MIYHS Parental Consent Letter*

4B: Using the list from **1B** & **3B**, send Consent Letters through U.S. Mail to families who did not receive the electronic version

Step 5: Fill out "Form A: Confirmation of Parental Consent Letter Mailing" and email it to Korey Pow

5B: Complete "Form B: Request for Participation Reimbursement" and send to Pan Atlantic Research to receive a full reimbursement for the cost of bulk rate postage for your USPS mailings

Step 1: Compile home addresses for all families of the students eligible to be surveyed

Step 2: Insert school logo/letterhead into *Standard MIYHS Parental Consent Letter*, which will be sent to participating principals via email

Step 3: Send parental consent letters via U.S. Marketing Mail bulk rate to all parents/guardians

Step 4: Fill out "Form A: Confirmation of Parental Consent Letter Mailing" and email it to Korey Pow

4B: Complete "Form B: Request for Participation Reimbursement" to receive a reimbursement for the cost of postage for your USPS Mailings and email to Pan Atlantic Research