



## Confirmation of Parental Consent Letter Mailing Form

Thank you for agreeing to participate in the 2017 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 schools data. **If you have not yet sent the informed consent letter out to all parents/guardians, do not complete this form.** Please note the following with regard to the parental consent letters (grades 5 – 12):

- They must be distributed **at least two weeks, but no more than six weeks, prior** to the survey administration date. 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 2017 Informational packet or the 2017 Administration Handbook (please refer to the “Consent Letter Delivery Options). If your school has an electronic mailing system that can be tracked; that may be used for the first delivery of letters. **However, any student who doesn’t have access to the electronic method, or has an “undeliverable return” must receive the consent letter via US Postal Service.** Also, the parental consent letter may be included in mass mailings, such as with report cards provided that the mailing is within the 2 to 6 week timeframe prior to your school’s selected administration date. A school must keep track of the number of students who received the letter via USPS, and be able to ensure that all students and guardians have received the consent letter.

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 copy of the letter on school letterhead to us via fax at (207) 287-4631, or via email to: [reid.plimpton@maine.gov](mailto:reid.plimpton@maine.gov) or via mail to: Reid Plimpton, Division of Disease Prevention, 4<sup>th</sup> floor, 286 Water Street Augusta ME 04330. 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 2017 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

“I (Principal) intend to have the MIYHS training review completed on \_\_\_\_\_ by \_\_\_\_\_.”  
(MIYHS Coordinator)

Signed: \_\_\_\_\_ Today’s Date: \_\_\_\_\_  
Principal

Printed name: \_\_\_\_\_