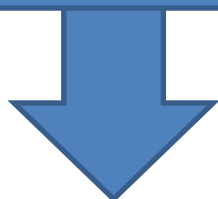


Parent/Guardian Consent Letter Delivery Process- MIYHS 2019

Delivery Options

Electronic Delivery Method:

Electronic Delivery + 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 Electronic Version to all applicable families

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

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

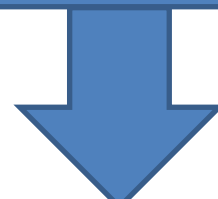
4B: Using the list from **1B** & **3B**, send Consent Letters through U.S. Mail to families who did not receive the electronic version

Step 5: Fill out "Confirmation of Parental Consent Letter Mailing" and send to MIYHS staff

5B: Fill out "Request for Participation Reimbursement Form" to receive a full reimbursement for the cost of postage for your USPS mailings

Standard Delivery Method:

U.S. Mail Delivery



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

Step 2: Insert School Letterhead into *Standard MIYHS Parental Consent Letter*

Step 3: Send Parental Consent Letters out via U.S. Mail to students and families

Step 4: Fill out "Confirmation of Parental Consent Letter Mailing" and send to MIYHS staff

4B: Fill out "Request for Participation Reimbursement Form" to receive a full reimbursement for the cost of postage for your USPS Mailings