Parental Letter of Consent for Minors

This sample cover letter is typically used for parental permission of minor children. Please note that parents should be given a space on the form to write in their child’s name.

Dear [Parent]:

My name is [Researcher’s name]. I am a [professor or graduate student under the direction of (faculty advisor)] at California State University, Fullerton.

I am conducting a study to [explain purpose (i.e., thesis, research) in one or two paragraphs] and am asking for your child’s participation in this research.

Your child’s participation will involve [explain participation details and expected duration.]

Include a brief description of any benefit and/or justification to be derived from the work.

If you or your child chooses not to participate there will be no penalty (it will not affect your child’s grade, treatment, services rendered, etc.) that you or your child may otherwise be entitled to. Your child’s participation is voluntary and he/she is free to withdraw from participation at any time without suffering penalty. The results of the research study may be published, but your child’s name will not be used. Data collected will be kept confidential to the extent allowed by law.

[You may wish to share the results of the study with the participant upon their request.]

[Give other details relating to collected data, where stored, who will have access to data and when it will be destroyed. If data is kept indefinitely, for future conference or seminar presentations explain here.]

If you have any questions concerning this study or your child’s participation in this study, please call [give contact information – if graduate student, please also list faculty advisor]. If you have questions about the rights of human research participants contact the CSUF IRB Office at (657) 278-7640 or irb@fullerton.edu.

Sincerely,

[Name]
[Title]

By signing below, I give consent for my child to participate in the above-referenced study.

(Release statement for audio/videotaping or relinquishing confidentiality must be inserted here, if applicable).

Parent’s Name: _____________________________ Child’s Name: _______________________
Parent’s Signature: ________________________________