**SAMPLE CONFIDENTIALITY FORM**

**Please revise the information below as needed.**

Teacher Confidentiality Training

Thank you for your help with the INSERT NAME OF STUDY HERE! You play a key role in helping us understand how the NAME OF STUDY HERE exhibit and curriculum work. This document provides you with more information on the study procedures and your involvement. Please reach out as soon as possible if you have any questions.

One of the key principles in protecting the rights of those who participate in research is confidentiality. Confidentiality means entering into a trusting relationship with the research participant and not disclosing their information. In the case of the INSERT NAME OF STUDY HERE, a student’s participation in evaluation activities and the information provided during those activities are confidential. In addition, research participation should be completely voluntary. This means students are not required to participate in the evaluation and can stop participating at any time. Students may participate in the curriculum unit even if they do not choose to participate in the evaluation.

First, parents must provide consent for their students to participate. This is required of all minors who participate in research.

* If parents provide consent, then students have the choice to participate in the survey. Students are not required to participate in the survey, even if their parents provide consent. When students decide to participate in the survey, this is called student assent.
* If parents do not provide consent, then students may not participate in the survey.

Parents and students’ choices whether or not to participate must remain confidential. This means a student’s participation should not be disclosed to other students, teachers, administrators, or anyone else besides the INSERT NAME OF STUDY HERE researchers. Because you will be collecting consent forms, you will know which students have received parental consent to take part in the survey. This information must be kept confidential. Whether or not students receive parental consent to participate in the survey cannot have any bearing on the grade’s students receive for the INSERT NAME OF STUDYHERE unit or alternative activities. You will not know whether students ultimately assent to participate in the survey, as they will indicate this information anonymously online. Students who do not have parental consent to participate in the survey and students who do not assent participate in the survey will be provided with an alternative online survey unrelated to the study.

In order to ensure only students with parental consent are given the choice to participate in the survey, students will be assigned identifiers that secretly indicate whether or not they have parental consent.

* Those with identifiers beginning with “C” (for “consent”) have parental permission to participate in the survey.
* Those with identifiers beginning with “N” (for “no consent”) do not have parental permission to participate in the survey.

It is your job to assign the identifiers to students based on whether or not they have parental consent. When you receive a consent form for a student, write their name on one of the slips of paper associated with whether or not they have parental consent. When administering the survey, give each students the slip of paper their name a unique identifier. The student will enter the identifier into the survey and it will direct them to the appropriate survey questions (evaluation survey or alternative activity survey). After they have completed the pretest survey, collect the slips of paper with identifiers and names. When administering the posttest, redistribute the same papers with identifiers and names. Students will again enter their unique identifier into the survey and it will again direct them to the appropriate survey. After the posttest is complete, collect the slips and dispose of them (e.g., shred, tear). Following these procedures ensures that student participation and responses remain confidential and protects the rights of the students as research participants.

It is important that the parental consent forms are stored in a secure location when they are in your possession. Please store the signed consent forms in a locked drawer or cabinet. At the end of the study, return the parental consent forms with the INSERT NAME OF STUDY HERE.

The INSERT NAME OF STUDY HERE researchers will also collect copies of student assignments associated with the INSERT NAME OF STUDY HERE curriculum unit. Only the assignments of students who have parental consent to participate in the evaluation can be provided. It is important that student confidentiality is maintained and that student names and grades are not on the assignments when provided to the researchers. If the student’s name is an integral part of the assignment and cannot be removed, then that assignment should not be provided to the researchers.

Please initial each of the statements below to indicate that you have read this document and all your questions have been answered.

\_\_\_\_\_I understand the importance of maintaining confidentiality in research.

\_\_\_\_\_I understand the study procedures for maintaining confidentiality of student participation and responses.

\_\_\_\_\_I understand that students are not required to participate in the evaluation study and can stop at any time.

\_\_\_\_\_Parents and students’ decisions whether or not to participate in the evaluation will have no bearing on student grades for the INSERT NAME OF STUDY HERE curriculum unit or alternative activities.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_