*This sample is for researchers to use as a guide in developing their study materials. Instructions to the researchers are written* *in* ***[square brackets in bold italics]*** *and should be deleted. Instructions that are* *in* ***[square brackets, bold italics, and are blue]*** *need to be replaced with details specific to the study and changed to* black, un-bolded, un-italicized*, and removed from square brackets before uploading the material to the research ethics application.****Please also delete this instructional paragraph.***

**\*\*Please review the Guide to Creating an Information Letter and Consent Form for additional details\*\***

***[Insert Date]***

Dear Parent(s) or Guardian(s):

I am writing to ask your permission for your child to participate in a University of Waterloo research project on the development of reading skills in children. This project will be conducted at ***[insert name of assigned school]*** School over the next several months. We are interested in identifying the skills that children use to recognize familiar sequences of letters. Children may use this knowledge to recognize a new word, which shares some or all, of the familiar pattern. For example, some children who recognize the word "beak" may recognize a word they have not seen before, such as "peak", when they realize that the words have the "eak" pattern in common. Other children have difficulty transferring their knowledge of a familiar word to new words in this manner. Our project may help us understand more about children’s development of this reading skill.

The project in which your child has been invited to participate is expected to be an enjoyable experience and will require less than 45 minutes of time out-of-class. However, the decision about participation is yours. To help you in this decision, a brief description of the project is provided. Children will meet with the researchers individually on one occasion only. In this session, they will be asked to read a list of words as well as a list of "pretend" words. They will also do an orally presented task in which they are to say a word without one of its sounds. At several times during the session, and as fast as they can, they will say the names of familiar letters and digits printed on a page. Finally, a series of words and pretend words that share some letter patterns will be presented on a computer screen. The children will be asked to say these words as accurately and quickly as possible.

All children’s responses are considered confidential and individual children’s results will not be shared with school staff. Information based on the results of the group of all participants will be provided. Only children in Grade***[insert grade level]*** who have parental permission, and who themselves agree to participate, will be involved in the study. Also, children or parents may withdraw their permission at any time during the study without penalty by indicating this decision to the researcher. There are no known or anticipated risks to participation in this study.

If you wish to withdraw your child’s study data after participating, please contact the researchers. You can request your child’s data be removed from the study up until ***[insert date]*** as it is not possible to withdraw your data once papers and publications have been submitted to publishers. Data will be kept for a minimum of ***[insert number of years]*** on a secure University of Waterloo drive. ***[If data may be shared in an online repository, please see the ICL guide for details about what information and language to include]****.*

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Board (REB ***[####] [Replace#### with the file number that is listed at the top of your ethics application]***). If you have questions for the Board, contact the Office of Research Ethics, toll-free at 1-833-643-2379 (Canada and USA), 1-519-888-4440, or [reb@uwaterloo.ca](mailto:reb@uwaterloo.ca).

In addition, it has been approved by the **[*insert name of school board*]** and has the support of the principal at your child’s school.

For all other questions contact **[*insert researcher name and contact information*].**

We would appreciate if you would permit your child to participate in this project, as we believe it will contribute to furthering our knowledge of children’s developing reading skills. Please complete the attached permission form whether or not you give permission for your child to participate and return it to the school by ***[insert date]****.*

If you have any questions about the study, or if you would like additional information to assist you in reaching a decision, please feel free to call us at the University of Waterloo, 519-888-4567, ext. ***[insert ext.]*** or email ***[insert researcher’s University of Waterloo email*]**. Thank you in advance for your interest and support of this project.

Yours sincerely,

**[*Researcher Name*]**

University of Waterloo

**[*Name of University of Waterloo Department*]**  
**[*Contact Telephone Number*] *[For privacy reasons, do not include personal contact number for Student Investigator(s) if applicable.]***

**[*University of Waterloo Email Address*]**

***[Please check that all relevant study details are included, changes are made to the document to accurately describe the study and procedures, and delete the instructional text printed in bold italics before submitting to the Office of Research Ethics for review.]***