**This document indicates the base requirements of all consent forms for LAUSD CERR-approved research. Additional terms and conditions may apply depending on the scope of the research proposal. *Proposals submitted with consent forms that do not adhere to these requirements may be rejected and invited to resubmit during the following submission window.***

* **Yes**: indicates the consent/assent form meets the requirement(s)
* **No**: indicates the consent/assent form does not meet the requirement(s). Highlight portion of the requirement that is not met.
* **n/a**: indicates requirement(s) does not apply.

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| --- | --- |
| **Meets Requirements?** | Consent/assent form requirements |
| [ ]  Yes[ ]  No[ ]  n/a | LAUSD requires **active, written consent** from all research participants, including adults (e.g., teachers, principals, and other District employees), adult students (“eligible students” under FERPA) or parents of students under 18, regardless of what was approved in the IRB process. **Parent consent and student assent should be collected on separate forms**. LAUSD only approves of e-signatures collected via District-approved platforms and the cost is the responsibility of the researcher; otherwise, signatures must be wet signatures on hard copies.LAUSD requires active, written student assent for all student involvement and should be at the appropriate reading level and level of understanding. |
| [ ]  Yes[ ]  No[ ]  n/a | Consent forms must include the following information:* Clearly state the **voluntary nature** of the research project. For staff, consent forms must include text that states choosing not to participate in the research will not negatively impact staff employment or benefits. For parents and students, consent forms must include text that states choosing not to participate will not have any impact on access to educational resources or in any way impact a student’s daily school routine.
* Clear statement that participants may revoke consent, and an explanation of how to revoke consent;
* Description/purpose of the research should be provided;
* What student data/information will be collected for the research and why it is being requested;
* Explanation that data (e.g., interviews and surveys) will be collected outside of work hours.
* Clearly state, if not District-sponsored research, that this research proposal is not District-sponsored.
 |
| [ ]  Yes[ ]  No[ ]  n/a | LAUSD requires active consent to **video or audio record** any part of data collection. Consent form(s) must include a checkbox to indicate that participants actively consented to (or parents of students under 18 have actively consented to their child) being recorded. |
| [ ]  Yes[ ]  No[ ]  n/a | LAUSD requires active consent to **connect interview or survey participants with their academic or other quantitative data**. Consent forms must include a check box to indicate that adult/eligible student participants or parents of student participants under 18 have consented to researchers’ use of their data. Consent form(s) must include this checkbox along with a brief explanation of what checking “yes” indicates. |
| [ ]  Yes[ ]  No[ ]  n/a | LAUSD requires active consent to **collect and analyze student work as a part of the research**. Consent forms must include a check box to indicate that adult/eligible student participants or parents of student participants under 18 have consented to researchers’ use of their work. Consent form(s) should include this checkbox along with a brief explanation of what checking “yes” indicates. |
| [ ]  Yes[ ]  No[ ]  n/a | For **classroom recordings**, LAUSD requires active parent consent/student assent for each student in a class. Proposals should include contingency plans in the event that not all students in the class wish to participate. *\*Observations without communication with students do not require parent consent or student assent.* |
| [ ]  Yes[ ]  No[ ]  n/a | Consent forms must be free of unnecessary jargon and written at a **reading level** comparable to the anticipated research participants to ensure that research participants understand what is being asked of them. For parent consent forms, it is recommended that they are written at a Flesch-Kincaid Grade Level[[1]](#footnote-2) of 5.0-5.9 (very easy to read). Here is a link to a free tool to calculate Flesch-Kincaid Grade Level Readability: <https://www.textcompare.org/readability/flesch-kincaid-grade-level> |
| [ ]  Yes[ ]  No[ ]  n/a | Consent forms must be clear enough so that adult/eligible student participants or parents of student participants under 18 understand the following:* exactly what they are consenting to
* what data element(s) will be collected by the researcher and/or shared by the District (if applicable and researcher has an approved DUA)
* what the researcher will do with collected data, how long the researcher will have access to the data and how/when it will be destroyed once the research project is completed
* what rights they have in terms of rescinding consent or viewing data collected or relevant files that contain personally identifiable information (PII).
* who to contact if they have any questions/concerns and their contact information (e.g. email address, phone number)
 |
| [ ]  Yes[ ]  No[ ]  n/a | Consent forms with any hyperlinks must be vetted and approved by CERR and/or DPAR/ODA to ensure content complies with District policies, Federal policies (e.g. FERPA, PPRA), and state policies, laws, and codes (e.g. Ed. Code, SOPIPA) |
| [ ]  Yes[ ]  No[ ]  n/a | Consent forms should be available in **multiple languages** (English, Spanish, etc.) depending on anticipated research participants (i.e., students and parents) and final versions should be validated by either a native speaker or professional translator to ensure clarity, accuracy, and transparency. |
| [ ]  Yes[ ]  No[ ]  n/a | The proposal/consent forms must provide adequate protection of participant information. If any forms, surveys or other tools are intended to be used in the research, these must be approved by the District prior to beginning research or obtaining an approved data use agreement. If any software, application, or platform is proposed and it will involve student data, the software/application/platform must go through the UDIPP review and approval process (https://udipp.lausd.net/) |
| [ ]  Yes[ ]  No[ ]  n/a | If it may be anticipated that participant disclosures may result in mandatory reporting (e.g., suspected child abuse, threats, suicidal ideation, discrimination), these potential disclosures need to be explicitly noted.  |
| [ ]  Yes[ ]  No[ ]  n/a | Consent forms must be specific to the approved research proposal. Future research or other uses of the information are prohibited. |

1. The [Flesch Kincaid Grade Level is a readability formula that assesses the approximate reading grade level of a text](https://www.bing.com/ck/a?!&&p=9eac0eaa9103918bJmltdHM9MTcxMjg4MDAwMCZpZ3VpZD0yOWI3MDgwOC0yNDZjLTZkMGItM2IyYS0xYmMzMjVlODZjMDAmaW5zaWQ9NjAxNQ&ptn=3&ver=2&hsh=3&fclid=29b70808-246c-6d0b-3b2a-1bc325e86c00&psq=flesch+kincaid+grade+level&u=a1aHR0cHM6Ly9oZWxwLnJlYWRhYmxlLmNvbS9lbi9hcnRpY2xlL3doYXQtaXMtdGhlLWZsZXNjaC1raW5jYWlkLWdyYWRlLWxldmVsLTE5MzQ2Z2kv&ntb=1). [It is equivalent to the US grade level of education](https://www.bing.com/ck/a?!&&p=fe27bad4a29ddf9eJmltdHM9MTcxMjg4MDAwMCZpZ3VpZD0yOWI3MDgwOC0yNDZjLTZkMGItM2IyYS0xYmMzMjVlODZjMDAmaW5zaWQ9NjAxNw&ptn=3&ver=2&hsh=3&fclid=29b70808-246c-6d0b-3b2a-1bc325e86c00&psq=flesch+kincaid+grade+level&u=a1aHR0cHM6Ly9oZWxwLnJlYWRhYmxlLmNvbS9lbi9hcnRpY2xlL3doYXQtaXMtdGhlLWZsZXNjaC1raW5jYWlkLWdyYWRlLWxldmVsLTE5MzQ2Z2kv&ntb=1). [The values vary from 0 to 18 where 18 represents the most difficult text](https://www.bing.com/ck/a?!&&p=414311cfdfbd6a2dJmltdHM9MTcxMjg4MDAwMCZpZ3VpZD0yOWI3MDgwOC0yNDZjLTZkMGItM2IyYS0xYmMzMjVlODZjMDAmaW5zaWQ9NjAxOQ&ptn=3&ver=2&hsh=3&fclid=29b70808-246c-6d0b-3b2a-1bc325e86c00&psq=flesch+kincaid+grade+level&u=a1aHR0cHM6Ly9jbGlja2hlbHAuY29tL3NvZnR3YXJlLWRvY3VtZW50YXRpb24tdG9vbC91c2VyLW1hbnVhbC9mbGVzY2gta2luY2FpZC1ncmFkZS1sZXZlbC5odG1s&ntb=1). [The Flesch-Kincaid Grade Level is an estimate of the education level of the text](https://www.bing.com/ck/a?!&&p=3c073654e03974a8JmltdHM9MTcxMjg4MDAwMCZpZ3VpZD0yOWI3MDgwOC0yNDZjLTZkMGItM2IyYS0xYmMzMjVlODZjMDAmaW5zaWQ9NjAyMQ&ptn=3&ver=2&hsh=3&fclid=29b70808-246c-6d0b-3b2a-1bc325e86c00&psq=flesch+kincaid+grade+level&u=a1aHR0cHM6Ly9pbmtmb3JhbGwuY29tL2NvcHktZWRpdGluZy9yZWFkYWJpbGl0eS9ob3ctdG8tbG93ZXItZmxlc2NoLWtpbmNhaWQtZ3JhZGUtbGV2ZWwv&ntb=1). [The lower the grade of a text, the better](https://www.bing.com/ck/a?!&&p=bf07201e05864bc3JmltdHM9MTcxMjg4MDAwMCZpZ3VpZD0yOWI3MDgwOC0yNDZjLTZkMGItM2IyYS0xYmMzMjVlODZjMDAmaW5zaWQ9NjAyMw&ptn=3&ver=2&hsh=3&fclid=29b70808-246c-6d0b-3b2a-1bc325e86c00&psq=flesch+kincaid+grade+level&u=a1aHR0cHM6Ly9pbmtmb3JhbGwuY29tL2NvcHktZWRpdGluZy9yZWFkYWJpbGl0eS9ob3ctdG8tbG93ZXItZmxlc2NoLWtpbmNhaWQtZ3JhZGUtbGV2ZWwv&ntb=1). [The higher the score, the easier it is to read the text](https://www.bing.com/ck/a?!&&p=ac9acdf0848196c0JmltdHM9MTcxMjg4MDAwMCZpZ3VpZD0yOWI3MDgwOC0yNDZjLTZkMGItM2IyYS0xYmMzMjVlODZjMDAmaW5zaWQ9NjAyNQ&ptn=3&ver=2&hsh=3&fclid=29b70808-246c-6d0b-3b2a-1bc325e86c00&psq=flesch+kincaid+grade+level&u=a1aHR0cHM6Ly9pbmtmb3JhbGwuY29tL2NvcHktZWRpdGluZy9yZWFkYWJpbGl0eS9mbGVzY2gta2luY2FpZC1ncmFkZS1sZXZlbC8&ntb=1)[4](https://www.bing.com/ck/a?!&&p=05651e3240e0ec6cJmltdHM9MTcxMjg4MDAwMCZpZ3VpZD0yOWI3MDgwOC0yNDZjLTZkMGItM2IyYS0xYmMzMjVlODZjMDAmaW5zaWQ9NjAyNg&ptn=3&ver=2&hsh=3&fclid=29b70808-246c-6d0b-3b2a-1bc325e86c00&psq=flesch+kincaid+grade+level&u=a1aHR0cHM6Ly9pbmtmb3JhbGwuY29tL2NvcHktZWRpdGluZy9yZWFkYWJpbGl0eS9mbGVzY2gta2luY2FpZC1ncmFkZS1sZXZlbC8&ntb=1).[The Flesch-Kincaid Grade Level can be converted to school levels as follows](https://www.bing.com/ck/a?!&&p=4d217daa1c244c4fJmltdHM9MTcxMjg4MDAwMCZpZ3VpZD0yOWI3MDgwOC0yNDZjLTZkMGItM2IyYS0xYmMzMjVlODZjMDAmaW5zaWQ9NjAyNw&ptn=3&ver=2&hsh=3&fclid=29b70808-246c-6d0b-3b2a-1bc325e86c00&psq=flesch+kincaid+grade+level&u=a1aHR0cHM6Ly93d3cudGV4dGNvbXBhcmUub3JnL3JlYWRhYmlsaXR5L2ZsZXNjaC1raW5jYWlkLWdyYWRlLWxldmVs&ntb=1):

	* 5.0-5.9: 5th Grade, Very easy to read
	* 6.0-6.9: 6th Grade, Easy to read
	* 7.0-7.9: 7th Grade, Fairly easy to read
	* 8.0-9.9: 8th & 9th Grade, Conversational English [↑](#footnote-ref-2)