

Sample opt out sheet

[Lancaster letterhead]

Dear [Parent/Person]

[The letter should provide brief information about you and the study, and then what you wish to be doing relating to the study.]

[Provide instructions indicating that if people do not return the form below it will be assumed that they are agreeing to having their child included in the study.]

Should be signed by you



[Title of the study]

I understand that [your name] will be conducting the above study at my child's school.

I **do not** wish my son/daughter to be included in this study.

Signed _____ (Parent/Guardian)

Please return this form to [your name/contact] as soon as possible if you do not wish your son or daughter to take part in the study