



Parental Consent for the Indiana Youth Survey

Please carefully review House Bill 1447 in regard to the requirement for parental consent:

<https://iga.in.gov/legislative/2023/bills/house/1447/details>

To obtain a comprehensive understanding of your student population, it is crucial to achieve a high response rate. One effective method to boost participation is by **including the parental consent letter/form in your school enrollment packets at the beginning of the academic year**. Please note that parental consent for the Indiana Youth Survey must be collected separately from other surveys.

Schools should **post a link to the Indiana Youth Survey on their school or district website** to allow parents/caregivers to view a copy of the Indiana Youth Survey questionnaires. Additionally, schools should specify any optional modules they will participate in, such as the mental health module, the bullying module, and/or the social media use module.

Indiana Youth Survey website: <https://inys.indiana.edu>

- 6th grade: https://inys.indiana.edu/docs/survey/INYS_questionnaire6.pdf
- 7 - 12th grade: https://inys.indiana.edu/docs/survey/INYS_questionnaire.pdf
- Mental health (optional): https://inys.indiana.edu/docs/survey/INYS_questionnaire-Mental_Health_Module.pdf
- Bullying (optional): https://inys.indiana.edu/docs/survey/INYS_questionnaire-Bullying_Module.pdf
- Social media use (optional): https://inys.indiana.edu/docs/survey/INYS_questionnaire-Social%20Media_Use_Module.pdf

The first parental consent letter/email must be sent to the home of each student in the selected grade, to inform the parents/caregivers of the upcoming survey **at least 31 days prior to** the scheduled survey date(s).



We suggest that each school makes a physical copy of the survey available in either the main office or the counseling office, where students/parents/caregivers could visit and view the survey.

In the event that the parental consent letter/form was not included in the enrollment packet, there are alternative methods available for sending the letter/form:

- Make the letter/form available on your school's website or online learning management system parent portal for easy access.
- Send alerts to parents/caregivers, reminding them of the survey's significance and of the importance of submitting signed consent forms.
- Send the letter/form home with students to ensure it reaches parents/caregivers directly.

Schools may appoint school staff to follow-up with students whose parents have not returned the parental consent form after the first notification. Schools may send **the second parental consent letter/email** to these students/parents/caregivers **21 days after the first notification**.



We suggest

- Collaborating with the Parent Teacher Organization (PTO) to educate parents/caregivers about the significance of the survey and the importance of student participation.
- Implementing turn-in incentives, such as a pizza party, for the class that submits the highest number of parental consent forms.
- Engaging with health professionals, youth-serving organizations, and/or local substance use prevention coalitions within the community to promote survey participation.

Schools may administer the survey **10 days after the second notification**, unless a student's parent/caregiver has refused consent.

It is critical that **schools keep track of youth whose parents refuse to allow their participation in the survey**. Schools must **provide an alternative activity** (such as silent reading) for these students.

Schools may maintain the file of parental consent forms until the end of the school year.

Each school should establish and maintain a grievance procedure for the resolution of a complaint submitted by a student/parent/caregiver.

If you have questions about the Indiana Youth Survey, please contact Prevention Insights at inys@iu.edu or 812-855-1237.

Disclaimer:

Indiana University and Prevention Insights are not responsible for obtaining parental consent. This document should not be considered a legal document. Each school should consult with its own attorney regarding compliance with House Enrolled Act 1447.