# Student Assent Letter/Script Checklist
for District Surveys, Interviews, Focus Groups, and Interventions

**Instructions:** Use this checklist to evaluate the quality and thoroughness of student assent forms. If students are 18 years or older, an opt-in form must be utilized. Mark “Yes” for those components clearly present, “Developing” for components requiring clarification or modification, “No” for missing components, and “Non-Applicable” for components that are irrelevant to the particular activity being conducted. If you have questions regarding the content and/or use of this checklist, please email research@polk-fl.net or call (863)534-0780.

<table>
<thead>
<tr>
<th>Yes</th>
<th>Developing</th>
<th>No</th>
<th>Not Applicable</th>
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## Activity Description & Protocols

1. Purpose of the activity  
2. Date(s) and duration of the activity  
3. Activity procedures

## Nature of Participation

4. Expectations of participation  
5. Statement of voluntary participation  
6. Statement of non-consequence for non-participation

## Risks & Benefits

7. Direct benefits or lack thereof  
8. Possible risks, discomforts, or lack thereof  
9. Mitigation approaches to reduce risks and/or discomforts (if applicable)

## Letter/Script Elements & Mechanics

10. Explanation of obtained parental consent  
11. Contact person for questions or concerns  
12. Student friendly language  
13. Fields for student name, signature, and date (if written assent acquired)  
14. Script contains verbal cue for assent (if oral assent acquired)

Revised 06/2018