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Informed Consent Letter - Educational Facility Director

**Note for the adapter**: this text is a model for a letter of informed consent for an educational facilities survey. You should replace the text in the square brackets marked in red.

In addition to this consent, it may also be necessary to obtain the specific consent of students’ parents when the study requires their direct participation. The content of the parental consent letter is similar to the model consent letter for household surveys.

Dear Principal:

Your educational facility, along with others in the [province, department, country, etc.], has been randomly selected to participate in the study [study name].

This survey is conducted by [Surveyor signature name] on behalf of [survey director's name] and aims to [survey objective].

Your participation and that of other members of the educational community in this survey is voluntary and there will be no penalty or loss of benefits if you choose not to participate. During the interview you can leave questions unanswered or choose to end the interview at any time. Furthermore, the responses you provide will only be used for the purposes of the study, and your confidentiality is protected by [law or regulation]

If you agree to let your facility participate in this survey, we will ask for the information listed below, which should be provided by yourself and other members of the educational community.

Specific information will be requested regarding:

* [Replace with the education facilities information list]

The interview will last approximately [interview duration], and the surveyor may come back at another time to complete the interview.

If you have any questions about this survey you can directly contact the person responsible for the survey [responsible name] at [his or her phone number].

Remember, the information that you and the facility members can provide is very important for this survey.

I have read this letter and understand its content. Therefore, in my capacity as principal, I give my authorization for surveys to be conducted in this facility [name of the facility].

Principal’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Respondent's Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enumerator’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enumerator’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_