

SAMPLE LETTER TO PARENT/GUARDIAN
RE: PARENTAL CONSENT TO RELEASE INFORMATION FORM

Dear Parent/Caretaker,

Your child has recently registered at the <<**AGENCY NAME**>> or attended one of our youth development programs. << **PROGRAM NAME** >> that is funded through a grant from Starting Point.

As part of the grant requirements, the enclosed form (Parental Consent to Release Information Form) needs to be filled out and either returned in the enclosed envelope, or returned by your child.

This form will enable Starting Point to collect demographic data about those who are served through the Out-of-School Time (OST) grant program. In addition, by signing the Parental Consent Form, your child will have permission to participate in an evaluation of the MyCom and OST services in Cuyahoga County being conducted by Kent State University to help determine the benefits of out-of-school time programming. All information collected will be kept strictly confidential.

Please fill out the enclosed forms and return them within a week. If you have any questions, please contact <<**PROGRAM CONTACT PERSON**>> at <<**PHONE**>> for more information.

We are looking forward to having your child participate in the free programming offered through <<**PROGRAM NAME**>>. Thank you.

Sincerely,