



# DERBY PUBLIC SCHOOLS

35 Fifth Street  
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**Dr. Matthew J. Conway, Jr.**  
*Superintendent of Schools*

October 7, 2015

Brian Karsiff, MD  
Chair, Institutional Review Board  
Griffin Hospital  
130 Division St.  
Derby, CT 06418

Dear Dr. Karsif,

I have read the information from Yale-Griffin Prevention Research Center (PRC) requesting permission to recruit a subset of our students from grades 4, 6, and 8 plus one of their parents for the baseline data collection that is part of the PRC's CHOOSE (Community Health Opportunities Organized with Schools at the Epicenter) project.

I grant permission for our district (or school) staff to help the PRC in the recruitment of participants for this data collection. The staff of the PRC will provide us with the parent information/recruitment letters and flyers that will be sent home with our students, as well as mailed to their houses.

Our district (or school) will designate administrators or staff members who will work with the PRC to:

- Arrange the drop off of all printed letters by PRC staff to our elementary and middle schools
- Arrange to have appropriate staff from grades 4, 6, and 8 distribute letters to students and instruct them to share the letters with their parents
- Arrange to have our staff mail letters home to those households with students in these three grades. The PRC will provide pre-stamped and ready-to-mail envelopes. To ensure confidentiality of the families of our students, someone from our staff will print and place address labels on the envelopes after they are received from the PRC.
- If additional recruitment outreach to families is needed, we will arrange to have our staff send additional information home with students. All printing of these materials will be done by the PRC.

I understand that the PRC will take steps to protect the confidentiality of each student and their parent, per FERPA and IRB requirements. I also understand that the PRC will provide a \$50 gift card to each student/parent pair that participates in data collection.

If you have any questions, you are welcome to contact me at 203-736-5027.

Sincerely,

Dr. Matthew J. Conway, Jr.  
Superintendent of Schools