



Best Practices for Active Consent Ideas for Increasing Participation

Active consent from parents/guardians is required for students to participate in the Kansas Communities That Care (KCTC) Student Survey. The number one way to increase participation is to include the [Parent/Guardian Consent Letter](#) and the [Parent/Guardian Informed Consent](#) in your school enrollment packets for incoming 6th, 8th, 10th & 12th-grade students. If your school enrollment falls outside the four-month window before your district's selected survey administration date(s), you will need to collect consent again within four months of survey administration. Parent/guardian consent for the KCTC Student Survey must be collected separately from other surveys. Schools should post this weblink to the school website for parents to view a copy of KCTC Student Survey questions and share which optional modules the district will elect to participate in: <https://kctcdata.org/studentsurvey>

The goal is to get a response (either "yes" or "no") from **every** parent/guardian. The biggest obstacle you will face is that parents/guardians will simply not return any response at all, and you will not be able to survey their student. A relatively small number of parents/guardian(s) will choose not to allow their student to participate. This is their choice. If a parent/guardian declines consent for their student to participate, this should not be viewed as problematic. *The goal is to get a response.*

If the consent form was not included in the enrollment packet and/or is outside of the four-month window for collection of consent, consider these other methods to send the [Parent/Guardian Consent Letter](#) and the [Parent/Guardian Informed Consent](#) to parents/guardians. These alternative methods are options, but are not preferred for maximizing participation:

- Include the forms on your school's website or online learning management system parent portal where they can be easily accessed.
- Send text/voice mail alerts reminding parents of the importance of the survey and the need to submit signed consent forms.
- Mail/email the forms a few weeks before your survey date.
- Send the forms home with students.

Visit www.kctcdata.org for the [Parent/Guardian Consent Letter](#) and the [Parent/Guardian Informed Consent](#) in English and Spanish and the [Parent/Guardian Consent Tracking Form](#) to monitor responses as they come in.

To learn more, review the [KCTC Student Survey Overview and FAQ](#). If you have questions about the survey, contact the KCTC Team at Greenbush at kctc@greenbush.org or call 620-724-6281 ext. 366.

