

*Aligning Student Passions with Regional Education Services*

October 29, 2022

Dear Parents/Guardians:

Ingham Intermediate School District (Ingham ISD) implemented a strategic plan to drive our organization's progress in four key areas, one of which is a focus on the whole child. Our desire is to use this guiding document to better support local school districts in implementing systems of best practice, ensure high-quality student experiences, and deliver excellent, cost-effective programs and services.

One way our Career and Technical Education Department plans to address current strategic plan goals is through a research study examining student career development. For this project, we've partnered with Dr. Cary Roseth and his team from Michigan State University's (MSU) College of Education. The purpose of the study is to understand how teachers and other school staff influence the career exploration and planning process.

Your child is being asked to participate in this study because they are in an eligible grade level, attend a participating school, and have completed career development activities in the past. If your child participates, they will take a brief 10-15-minute survey during class time and may have the opportunity to volunteer for a focus group<sup>1</sup>. The survey will be administered in late October of the current school year. They will not miss instruction while taking the survey.

We are working in collaboration with your school district, and they will provide some of your child's information for the survey (gender, grade, etc.). Your child's name and all other identifying information will be removed before files are sent to researchers. For more detailed information about the study and its benefits/risks, please refer to the Research Participation Information document at <https://tinyurl.com/aspiresparentinfo>. Alternatively, you can access the document by scanning the QR code at the bottom of this letter.

Participation is voluntary and a family's decision to participate is private. If at any time, even after the survey has been completed, you decide you do not want your child's information included, please contact us. Consent can be withdrawn at any time. If you do not wish for your child to participate or have questions about the study, please contact the research team via email ([aspres@inghamisd.org](mailto:aspres@inghamisd.org)) or phone (517.244.4523).

If you do not feel comfortable talking to the research team about your question, you can contact the Michigan State University Human Research Protection Program via phone (517.355.2180), fax (517.432.4503), e-mail ([irb@msu.edu](mailto:irb@msu.edu)), or regular mail (4000 Collins Rd, Suite 136, Lansing, MI 48910).

Sincerely,

Jamie Engel  
*Executive Director, CTE*  
*Ingham Intermediate School District*



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<sup>1</sup> We will seek additional consent from families for focus groups.