

## Research Requests

In returning permission to conduct case studies or to secure research data within the schools, the applicant shall satisfy the following requirements:

1. Present an endorsement of the project from the school or department head with whom the applicant is working;
2. Present a brief statement of the purposes of the study and a summary of the procedures to be employed in carrying it out;
3. Submit specimens of all tests, questionnaires or form to be used in collecting data;
4. Indicate the schools and grades to be involved, the amount of student time required and the approximate number of students to participate;
5. Promise to submit promptly to the district a copy of all the data and information collected in the schools, and a summary or extract of the resulting article, research report, thesis or dissertation indicating findings, conclusions and implications;
6. Promise to respect the highly confidential nature of the information that will become available through this contact with the district and to use it only in a highly professional manner;
7. Whenever a selected group of students from any one room or grade is to participate, written permission must also be secured from these students' parents. The form of the request for parental permission and the parent's responses must be approved and verified by the building principal;
8. The data collected in connection with an approved study may not be used for purposes other than those stated on the approved application form nor may they be made available to others than the applicant without prior and specific permission from the school.