

**HIGHLINE PUBLIC SCHOOLS, EDUCATIONAL RESOURCES AND ADMINISTRATIVE CENTER**

*Data & Assessment*

15675 Ambaum Boulevard S.W. Seattle, Washington 98166

206.631.3004

**REQUEST FOR APPROVAL TO CONDUCT STUDIES AND SURVEYS IN THE HIGHLINE PUBLIC SCHOOLS**

All studies and surveys to be conducted in the Highline Public Schools must have written approval of the Director of Data & Assessment or a designee. If the study is to fulfill degree requirements, this form must be signed by the graduate advisor to the investigator.

Principal Investigator Date Home Address Phone Institution Office Address Phone Title of Study Value of results of this study to the Highline Public Schools

Schools and grade levels in which this study will be conducted:

School (Grade(s)

School (Grade(s)

School records requested for this study:

Date study will: Commence Conclude Approximate dates of data collection: From to Expected completion of final report

*Please note the number of participants and the approximate time required of each participant by grade level.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grade Level |  | Students | Teachers | Principals | Parents | Others (Specify) |
|  | # of participants |  |  |  |  |  |
|  | Time/participant |  |  |  |  |  |
|  | # of participants |  |  |  |  |  |
|  | Time/participants |  |  |  |  |  |

What procedures will be used to select participants?

Who will be responsible for administering tests or questionnaires?

[Are parent permission forms required? Yes](http://www.pdfcomplete.com/cms/hppl/tabid/108/Default.aspx?r=q8b3uige22) No

[If yes, please attach a copy. If the project is appro](http://www.pdfcomplete.com/cms/hppl/tabid/108/Default.aspx?r=q8b3uige22)ved, a list of students whose parents have signed parent permission forms must be provided to Data & Assessment before administering tests or questionnaires.

List the facilities need at each school (tables, chairs, rooms, etc.)

How will the results of this study be reported and to whom?

Highline Public Schools values the process of conducting research studies and surveys. Accordingly, as the principal investigator you agree to the terms and will provide the following information that accompanies this application.

. A brief summary of your research proposal or dissertation prospectus, if applicable, or a complete description of this research project or study.

. A copy of all questionnaires, forms, tests, and communications which will be distributed to participants.

. A parent permission form, if appropriate.

. If you are affiliated with a university, please provide your university’s approval of your research on human subjects, if it is required by the university.

. If you are affiliated with an organization, please provide company/agency policy regarding research/data collection on human subjects.

. Alert the district if results are to be disseminated in any public forum. Include names/media sources that you will release information about the study.

. Submit copies of the results and/or outline of the presentation prior to dissemination.

. Submit copies of reports and findings from the study/research.

. If you are involved in independent or self-directed research please provide copies.

. Recognize the value of individual’s time and commit to minimizing the impact on district staff/operations.

. Plan on how you will communicate with teachers, principals and district personnel before, during and after the study.

. Completion of the Highline Public School Approval to conduct Studies and Survey Forms.

. Completion of the Highline Public School Data Sharing Agreement Form.

If the study is conducted to fulfill the requirements for an advanced degree, investigators must provide the Office of Accountability with a copy of the thesis or dissertation.

As an applicant to conduct a research study in Highline Public Schools, I agree to abide by the conditions of this application should it be approved.

Signature Date

Action taken by Data & Assessment

APPROVED subject to the conditions stated below NOT APPROVED

Conditions:

Signature of Director of Data & Assessment

Date: