

HOPKINS SCHOOL DISTRICT 270

Hopkins, Minnesota

Cover for Request to Conduct Research and/or Surveys Involving

Hopkins School District 270 (Appendix A)

Date: _____

Researcher: _____ Telephone Number: _____

Researcher: _____ Telephone Number: _____

Researcher: _____ Telephone Number: _____

(if additional researchers check here r and list on separate sheet)

Please attach vita for each researcher.

Institution: _____ Department: _____

Office Address: _____

School Building(s) Requested: _____

Department(s), Class(es), Teacher(s) That Will be Involved: _____

Proposal Title: _____

Please attach the following information:

1. Brief abstract of study
2. Statement of significance of the study
3. Identification of population and sample sizes
4. Identification of proposed risks (see attachment for risks as per regulation LC-R)

Approved: _____

University Advisor/Organization Administrator

Office Phone

Approved: _____

Review Committee Chair (Director of C. I. & A.) or Designee

Date

HOPKINS PUBLIC SCHOOLS POLICIES

A copy of the results shall be provided to the appropriate Cabinet member of the Hopkins School District, the appropriate supervisor, and building principal involved in the project.

Copy 1: University Advisor/Organization Administrator

Copy 2: Cabinet Member

Copy 3: Building Principal(s)

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Directions for Application:

1. This form must be completed to satisfy Hopkins School District 270 Regulation 676-R, Research Activities.
2. The University professor/organization administrator must sign this request. He or she will accept direct responsibility related to the research.
3. Three copies of this form must be submitted with all attachments.
4. Three copies of all instruments to be used as a part of the research project must be submitted with the formal request (one each for the appropriate Cabinet members, supervisor, and principal).
5. The researcher may contact principals only after the form has been officially approved by the Review Committee. Access to schools will be permitted upon notification of approval.
6. All requested information must be submitted a minimum of three weeks before the research project is to take place.

HOPKINS PUBLIC SCHOOLS POLICIES

Guidelines:

1. Researchers may request a particular staff member or building and efforts will be made to honor these preferences.
2. An attempt will be made to distribute research related projects among all the buildings in the District.
3. Data derived from tests, school records, interviews, or survey/questionnaires, which have potential for invasion of the privacy of students or their families, must have advanced written authorization of parents or guardians. These releases will be collected and filed with the building principal(s) before the project is initiated.
4. Personnel records of the school staff are confidential and information will not be released from these records.
5. Public information will be available to researchers and other interested parties, but if time or other expense is involved, the requesting party will be responsible for such cost as provided in the Minnesota Public Record Law.
6. Instructional activities will not be interrupted unless there is clear significance for the educational program of the Hopkins School District.

rev. 12/94