

LODI UNIFIED SCHOOL DISTRICT

Community Relations

Exhibit 1350

Educational Research Conducted in the District

Research Application and Agreement

All research requests are carefully considered with respect to their beneficial impact on and alignment with Lodi Unified School District’s educational goals. LUSD’s Assessment, Research and Evaluation Department is responsible for facilitating the review and approval of all research requests.

A requirement for conducting research investigations in the Lodi Unified School District will be completion of the procedures listed below. The research agreement statement must be signed and on file with the Lodi Unified School District before permission will be granted to the applicant. Access to school district information, students, parents or staff is contingent upon review and approval of the research application. Applicants will be notified of the approval or denial of the research application by the Coordinator of Assessment, Research and Evaluation.

PROCEDURES

1. Complete the Research Application and Agreement Form (ensure contact information is current and all Research Overview questions are answered directly in the space made available).
2. Attach copies of all instruments (e.g., questionnaires, surveys, letters, signed IRB approval if applicable, etc.) to be used in the study.
3. Email copies of the completed application and research documents to Mr. Uve Dahmen, Coordinator of Assessment, Research and Evaluation at: udahmen@lodiUSD.net. A single PDF combining all materials is preferred.

Note: If your research involves a thesis or dissertation as part of a degree program, your university advisor must also sign the Research Application before submitting it to the Lodi Unified School District Coordinator of Assessment, Research and Evaluation. You may be asked to refrain from using the name of the school district or any schools in publishing the research.

I, _____, agree to comply with all Lodi Unified School District
(Print Name)
research procedures in conducting my study in the Lodi Unified School District.

Signature _____ Date _____

LODI UNIFIED SCHOOL DISTRICT RESEARCH APPLICATION AND AGREEMENT FORM

Please complete the following information regarding your proposed research study.

Name of Researcher: _____ Telephone Day: _____

Email Address: _____ Telephone Evening: _____

Address: _____

Date: _____

Relationship of researcher to the Lodi Unified School District, if any (i.e., teacher,
parent, specialist): _____

Title of research study:

Degree in progress, if any:

College or institution granting degree (if applicable):

Printed name and title of University Advisor (if applicable): _____

Signature of University Advisor (if applicable): _____

Research Overview

Attach copies of all instruments (e.g., questionnaires, surveys, letters, signed IRB approval if applicable, etc.) to be used in the study, including an overview of the research study limited to no more than 3 pages.

Please provide the following information:

1. Purpose of the study, including the primary questions the research intends to address

2. Questions the research seeks to answer:

3. Study population:

4. Sample size:

5. Grade level of participants:

6. Staff involved in the study:

7. School site names

8. Parent/Guardian involvement:

9. Time frame: *(Please provide dates)*

10. Benefit of the study for LUSD:

11. Research methodology:

12. Data collection process:

13. Compensation provided to participants:

14. Potential risks/discomforts to participants:

15. Intended current and future use of the research results:

16. Confidentiality of participants' identities:

17. Right of participants to refuse or withdraw:

Guiding Principles for Approving Research Requests

All requests must be consistent with Lodi Unified School District Board Policy (BP 1350). In addition, the following guiding principles are used when deciding whether to approve or deny a request:

- The study must contribute to the profession of education and be of benefit to the school district.
- The study must be sound in terms of design, sample selection, instruments to be used, and statistical treatment.
- The research must not impose undue burdens on the school district, its administrative, clerical or teaching staff and should not disrupt the process of education.
- The demands on the subjects should be reasonable and justified.
- Researchers shall certify that they will not use school names or publish any findings without the approval of the Superintendent or designee.
- A complete report of the results must be made available to the Assessment, Research and Evaluation Department before the information is released publically.
- The Superintendent or designee is responsible for approving the public release of any information based on any research findings.

Additional Points:

- Projects are approved for a period of one school year or less. To extend a project into a second year, the researcher(s) must submit a new Research Request Packet for approval.
- If the research requires modification, a new research request application must be submitted prior to approval of any scope change.
- Researchers wishing to conduct research in LUSD should note that an Institutional Review Board (IRB) approval from an institution does not guarantee approval for the LUSD internal review process.
- Researcher/s will be notified by email of the District's decision.
- **Please allow approximately 4 weeks for the review process to be completed.**

I, _____, agree to comply with all Lodi Unified School District
(Print Names)

research procedures in conducting my study in the Lodi Unified School District.

Signature _____

Date _____

**LODI UNIFIED SCHOOL DISTRICT
RESEARCH APPLICATION
REVIEW DOCUMENTATION**

Completed research application received. _____

Circle
Date Approve or Deny Initial

Application reviewed by: _____ Approve or Deny _____
Uve Dahmen, Coordinator, A.R.E.

Reason/s if denied:

Application reviewed by: _____ Approve or Deny _____
Scott McGregor, Assistant Superintendent
Elementary Education

Reason/s if denied:

Application reviewed by: _____ Approve or Deny _____
Jeff Palmquist, Assistant Superintendent
Secocndary Education

Reason/s if denied:

Application reviewed by: _____ Approve or Deny _____
Lisa Kotowski, Assistant Superintendent
Curriculum & Instruction

Reason/s if denied:

Please return initial approval form to Assessment, Research, and Evaluation.

Exhibit
revised: 05/19/09
revised: 12/06/16
revised: 10/01/19
revised: 01/28/20

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