

**ROCKFORD SCHOOL DISTRICT #205
PROCEDURES FOR RESEARCH APPROVAL**

The Rockford School District recognizes the importance of educational research in improving the education of our children and will consider requests from responsible parties or agencies to conduct research in the school district. The following information must be completed and submitted to the Executive Director of Improvement and Innovation c/o Administration Building, 501 7th Street, Rockford, Illinois 61104-1221, before approval to conduct research is granted.

Date: _____

Applicant Name (s): _____

Address: _____

Phone: (H)_____ (W)_____ (C)_____

District Employee: (Y/N) _____ Duration of study: (# of months)_____

Requests to conduct research will be denied if any of the following is included in the application:

- ❖ Compensation for individuals whose involvement takes place during the regular school hours.
- ❖ Proposals requiring the use of curricular materials not approved by District 205.
- ❖ Requests that involve excessive use of instructional time.

APPROVED

DENIED

Dr. Travis Woulfe, Executive Director

Date

Purpose of the study:

Population to be used in the study: (attach a copy of the INFORMED CONSENT* release)

Describe any possible physical, psychological, social, legal, economic or other risk to participants. (Attach additional pages if needed)

Procedures to assure confidentiality of subjects:

Time and work required of district personnel and students:

Summary of the study methodology: (Be specific. Attach extra pages if needed)

Evaluation instrument (s): (Please supply a copy)

Use of study results:

Educational benefits of study to the Rockford School District:

Signature

Date

*All letters of **INFORMED CONSENT** should contain the following elements:

1. Purpose and brief description of the research.
2. Duration of the subject's involvement.
3. Procedures for protecting confidentiality and anonymity.
4. Potential risks and benefits and/or costs to the subject for participating.
5. Contact person for any questions.
6. Criteria/circumstances for participating.
7. Acknowledgement that participation is voluntary and the subject may be withdrawn at any time.
8. College/University documentation of study