

DATE: November 14, 2019

TO: Individuals looking to conduct research in MMSD

FROM: Andrew Statz, Executive Director of Accountability

RE: Criminal Record Checks and Confidentiality/Mandatory Reporting Statements

You have submitted a proposal to the External Research Committee at Madison Metropolitan School District. The request indicates that you will need to interact with MMSD students or staff, collect new data, and/or work with existing administrative data.

For all external research projects approved after January 1, 2013, MMSD requires all project personnel undergo a criminal record check (CRC). This includes the principal investigator if he or she is actively involved in the data collection and/or analysis. Background checks conducted by other agencies cannot satisfy this requirement. Current MMSD employees are exempt from this requirement. The CRC is conducted once ERC has approved or conditionally approved your proposal. A CRC is required for each proposal and lasts for the duration of the proposed project.

To complete the CRC, you and/or members of your team will need to create an account in [appgarden](#). For researchers who have lived in the state of Wisconsin for at least five years, fingerprinting should not be required and the processing cost will be \$7. For those from out-of-state (who have not lived in Wisconsin for at least 5 years), fingerprinting will be required. Applicants should be prompted to make an appointment at a Fieldprint site as part of their appgarden application. Processing cost will be \$50. Payment for CRCs will be due via check (made out to the Madison Metropolitan School District) and submitted to MMSD HR. Individual applicants will be notified by appgarden once their CRC has cleared; the principal investigator and lead researcher will be informed only if a CRC results in concern.

Researchers must complete the CRC requirement and receive an email confirmation of approval prior to commencing research activity within Madison Metropolitan School District. Please call 608-663-1693 if you have any questions regarding this process.

In addition, all research team members will need to submit the MMSD External Researcher Confidentiality and Mandatory Reporting Statements (CMR). This form is available online at <https://accountability.madison.k12.wi.us/erc>. This form must be signed and submitted directly to the External Research Committee, care of Jamie Anderson, via email (jlanderson@madison.k12.wi.us) or in-person (Room 205, Doyle Building).

Please include your ERC case number on all forms.

Research access will not be granted until a CRC and CMR is on file for all project staff. If you have any questions regarding the CRC and CMR process or requirement, please contact Dr. Chris Harrison (cwharrison@madison.k12.wi.us/6084422158).