

For Administrative Use Only:

Date Received:

Date of Response:

Approved

Denied



**KENNEWICK SCHOOL DISTRICT
REQUEST TO CONDUCT EDUCATIONAL RESEARCH**

The Principal Investigator of the study should complete all information in this document. If the purpose of this study is to complete the degree requirements for a college or university, the advisor for the project must review this proposal and approval of the project. If the proposal has been approved by the college or university institutional review board (IRB), notice of that approval should be attached to this request. All proposals that involve access to school buildings must be submitted no later than February 1 of the school year. Proposals received after February 1 may be considered for the following school year. Please return this proposal to:

Kennewick School District
1000 W. 4th Ave
Kennewick, WA 99336

I. RESEARCHER INFORMATION:

A. Researcher Name:

Address:

Telephone Number:

Organization Sponsoring the Research:

B. Anticipated Date for Project Completion:

C. Research in Support of Degree Requirements:

Degree:

College/University:

Advisor:

D. Do you have a current Criminal History Report from Washington State Patrol (required for contact with students)?

II. DESCRIPTION OF THE RESEARCH:

A. Study Title:

B. Statement of the Problem:

C. Hypotheses:

D. Description of Methodology (please attach any questionnaires or interview protocols):

E. Target Population and Selection Criteria:

F. Description of Data Collection and Analysis Procedures:

III. CONSENT AND CONFIDENTIALITY PROVISIONS:

A. Approval by College/University IRB (please attach notice of approval):

B. Informed Consent procedures (please attach all letters and permission forms):

C. Release of Information procedures:

D. Confidentiality of participants, schools, and the district:

E. Security of Data procedures:

IV. BENEFIT TO THE DISTRICT:

A. Will this project incur any financial or time costs for the participants, schools, or district?

B. What are the benefits of this project, particularly for the Kennewick School District?

C. Have you taken steps to secure participating staff or schools in the Kennewick School District? If so, please identify who you have contacted and the outcome of that contact.

PRINCIPAL RESEARCHER AGREEMENT

I certify as Principal Investigator that all of the information in this request is accurate. I further agree that:

- Participation of district staff is voluntary. I will limit research to only staff who consent to participate, and I understand that staff may choose to terminate participation at any time.
- Informed affirmative parental consent is required for the collection or release of individual or small group student data. This consent may be revoked at any time. It is the responsibility of the researcher to obtain consent, maintain records of parental consent, to provide evidence of consent upon request, and to include in the research only students for whom consent has been gained.
- Data collected may not be used for additional research outside of this agreement without the prior consent of the Kennewick School District.
- This study will be conducted as described in this proposal. Any changes must occur through an amendment approved by the KSD Teaching and Learning Department.
- The data collected through this research as well as the analysis of this data will not be sold or otherwise result in financial gain.
- The research will be completed by the proposed date, and that all data will be destroyed at the conclusion of the research project.
- I will notify the district of the conclusion of the research and provide a copy of any results or publications arising from the research.

Signature of Principal Investigator: _____
Date: _____

Signature of Research Advisor: _____
Date: _____

Institution: _____

Department: _____