



6 East Chestnut Street, Suite 230  
Augusta, ME 04330  
Phone: 207-613-8900  
Fax: 603-836-0489

### Request for Collegiate Research and/or 3<sup>rd</sup> Party Studies

All parties involved in educational research must abide by FERPA & PPRA laws and rules, in protecting the privacy of student information and rights. Reference FERPA; <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>; Reference PPRA; <https://studentprivacy.ed.gov/faq/what-protection-pupil-rights-amendment-ppra>

The disclosure or distribution of identifiable information of students is not permitted. The use of anonymity will be required for written studies, presentations, and any publications involved. Students that are considered participants or subjects in any type of research or study, must have signed consent from a legal guardian for any student under the age of 18. Consent forms must be submitted to the Head of School prior to project start.

Date of Request: \_\_\_\_\_

MEVA Faculty Full Name (If Applicable): \_\_\_\_\_

Party Requesting Approval: \_\_\_\_\_ (College, University, 3<sup>rd</sup> Party Research Company)

Please summarize the purpose of study below: (additionally, please attach a copy of your research plan or outline to this form) \_\_\_\_\_

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Please clearly outline your methods in keeping student information confidential;

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Head of School Review Date: \_\_\_\_\_

HOS Requesting Additional Clarification: Yes \_\_\_ No \_\_\_

Comments Associated with Clarification:

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Head of School Approval Date: \_\_\_\_\_

HOS Signature: \_\_\_\_\_