

No. 913-AR

ADMINISTRATIVE  
REGULATION

TURKEYFOOT VALLEY AREA  
SCHOOL DISTRICT

### SURVEY REQUESTS

The following procedure is established to determine the value and disposition of survey requests:

1. Any requests for collection of data from the student body or personnel must meet at least the following criteria and conditions to be considered for approval:
  - a. The individuals or agencies making such requests must do so in writing and must be of a nonprofit and reputable nature as evaluated by the administration.
  - b. Any such written requests must contain the following information:
    - 1) Purpose for data collection.
    - 2) Clear identification of agency/person that is collecting/viewing data.
    - 3) Method used to collect data (copy of the instrument must be included).
    - 4) Explanation of how data will be disseminated.
    - 5) A guarantee that no individual, building or District name(s) will be identified in conjunction with this data without the express written consent of the Superintendent.
  - c. Three (3) critical elements must be present prior to considering the request survey:
    - 1) The propriety of the instrument.
    - 2) The relevancy of the request to the population being surveyed.
    - 3) The appropriateness of the age group to be surveyed.
  - d. All such survey procedures must be optional concerning individual participation and not require the identification of those who choose to participate.

2. The Principal shall approve or disapprove all such requests based on satisfactory adherence to the previously stated criteria and procedures and also in accordance with limitations as to the amount of time which can be devoted to such requests in any given school year.
3. The Principal shall confer with the Superintendent regarding the request and their disposition in advance of the survey being conducted.

Adopted: June 18, 2012