Research Studies

Research studies may be conducted in the district when it appears that the results of the study will be of significant value to the school district. All studies must be approved in advance by the Superintendent or the Associate Superintendent for Teaching and Learning.

1. Staff members having topics to be researched should submit them to the office of the Associate Superintendent for Teaching and Learning.

2. Graduate students, including Fargo Public School employees, wishing to complete a research study as part of their requirements, should be referred to the Associate Superintendent for Teaching and Learning.
   a. The Fargo Public Schools' email system will not be used to send graduate students (who are not Fargo Public School employees) surveys or questionnaires to parents, students, or staff.
   b. The Fargo Public Schools, with the approval of the Associate Superintendent for Teaching and Learning, may post a description of a graduate student's research project and link to an optional survey or questionnaire on the Fargo Public Schools Employee portal.

3. Instructional research projects in which students are requested to respond to questionnaires concerning personal information are discouraged. No researchers may elicit by written or oral inquiry from any student information of a personal or private nature concerning the following areas:
   a. Religious beliefs
   b. Sexual behavior and/or attitudes
   c. Critical appraisals of other individuals with whom the student has close family relationships
   d. Mental or psychological problems potentially embarrassing to student or family
   e. Legally recognized privileged communications

4. Prior to the granting of approval for a research project, the Associate Superintendent for Teaching and Learning will consult with other appropriate administrative personnel: assistant superintendents, principals, directors or coordinators.

5. Researchers approved to conduct studies in the district will work closely with the Associate Superintendent for Teaching and Learning in developing a research design and any instruments to be used in securing required data. The Associate Superintendent will supervise and approve all phases of the research.

6. Researchers will be required to:
   a. Submit a Research Study Request (Form AF 4800) to the Associate Superintendent for Teaching and Learning for consideration and action. The request must include a copy of the following items: abstract of the project, questionnaire(s) to be used, and a consent letter to be sent to parents.

b. Conduct research in a professional manner and assure the anonymity of students or staff members who are part of the study.
c. Provide at least one bound copy of the completed study for the files of the school district. No release of the findings of the study will be made until a copy is on file in the District Office.

6/8/76
Reviewed 1/6/2003
Revised 12/30/2013
Reviewed 7/2018
Revised 10/2021
Revised 6/2025

AF 4800

RESEARCH STUDY REQUEST

I hereby request permission to conduct a research study in the Fargo Public School District during the period from _____ to _____.

TOPIC:_____

_____

If this request is granted, I agree to abide by Administrative Policy 4800: *refer to the FPS web site at www.fargo.k12.nd.us*

Signature of Researcher_____

Institution of Higher Education_____

Signature of Graduate Advisor_____

Date_____

In addition to completing the Research Study Request Form, a copy of the following items are attached for review:

1. Abstract of the project
2. Questionnaire(s) to be used
3. Consent letter to be sent to parents

Endorsement: This request is ____approved ____disapproved

Building Principal:_____ Date: _____

Associate Superintendent:_____ Date: _____

Both signatures above are required prior to conducting a survey at a Fargo Public School.

Please print your name and the mailing address where you want this form returned:

Name:_____
Street Address:_____
City, State & Zip:_____