

# APPLICATION FOR APPROVAL MANUAL



Department of Research, Assessment, and Data

Thank you for your interest in conducting your project with Milwaukee Public Schools (MPS). This manual serves as a guide to assist with the MPS application process for approval, which is overseen by the Department of Research, Assessment, and Data (RAD). All projects are reviewed in accordance with Administrative Policies [2.15](#) and [6.31](#), which require all projects fulfill specific criteria. Your project will not be approved if it does not meet criteria as outlined in these policies regardless of whether you have approval from an Institutional Review Board (IRB) or a contract with the district.

MPS and RAD ask that your work align with the district's [mission and vision statements](#), while ultimately leading to improved student outcomes for all MPS students. It is in an applicant's best interest to make sure that his or her project is aligned with district's [Eight Big Ideas](#), which drives programs and overall organizational strategy in the district.

RAD currently uses two separate procedures for reviewing applications depending on whether the application is for a research or evaluation project, or a survey project. Applications for research or evaluations are reviewed monthly by a committee of RAD and other Central Office staff in MPS, while applications for surveys are reviewed on a rolling basis by RAD staff. As such, this manual is divided in to two sections: Application for Research or Evaluations and Application for Surveys. Copies of both applications are available in [Appendices A](#) and [B](#); however, all applications should be submitted via the online link for the [Application for Approval](#). **No hard copies of applications or submissions via email will be accepted.**

Applicants should also make themselves familiar with the [Family Educational Rights and Privacy Act \(FERPA\)](#) before submitting an application in order to request data that includes student records. All public school districts are bound by federal laws and state statutes that provide protections of student records.

If you have any questions not outlined in this manual or would like to discuss your application prior to submission, please contact:

**Marc Sanders**

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Milwaukee Public Schools  
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Milwaukee, WI 53208  
(414) 475-8570  
[sandermc@milwaukee.k12.wi.us](mailto:sandermc@milwaukee.k12.wi.us)

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## APPLICATION FOR RESEARCH AND EVALUATION PROJECTS

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## Application Requirements

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In order for a project to be considered for approval, interested parties must complete the online [Application for Approval](#). No hard copies or submissions via email will be accepted. The link to the application is also available on the application [webpage](#).

While the application does not allow for the applicant to actively to save his/her work, your place in the application and completed sections should be saved as long as the applicant returns to the same computer and browser. A progress bar is indicated at the bottom of the application.

To see a copy of the questions in the application, please refer to [Appendix A](#). In addition to completing the questions in the application, the following documents will need to be ready to upload when completing the application:

1. Letter of support signed by a district administrator and on district letterhead
2. IRB approval letter
3. Consent/Assent forms
4. Data collection forms, such as surveys, interview questions, and observation rubrics
5. Completed Non-Disclosure Agreement forms for all project team members who will have access to the data collected or requested from the district

Please note that there are some questions in the application that have character limits in order to ensure that questions are answered efficiently. The Review Committee will not review attachments in lieu of answering questions, so it is in the applicant's best interest to be concise when answering questions. The application will include a character count where character limits apply in order to assist applicants in staying within the limit. The following sections of the application will have character limits:

- Abstract (*maximum 1,000 characters*)
- Contribution to literature (*maximum 1,500 characters*)
- Purpose of project (*maximum 1,000 characters*)
- Research questions and hypothesis (*maximum 1,000 characters*)
- Methodology (*maximum 1,500 characters*)
- Data collection procedures (*maximum 1,500 characters*)
- Data security plan (*maximum 500 characters*)

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## Projects Requiring Approval

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Most projects will require approval before beginning data collection. Examples of projects that *would* require an application include:

- The collection of data from students, families, teachers, school staff, and/or district staff
- The implementation of a new program or curriculum that will be evaluated

- Observations, surveys, focus groups, interviews, evaluations, or other types of research with district staff, students, and/or their families
- Research, surveys, or evaluation that plan to occur in district facilities
- The release of personally identifiable information from district records
- Evaluations of programs, grants, or district and school initiatives
- Research or evaluation studies or surveys mandated by the federal, state, or local government
- Research conducted for the attainment of a Master’s or Doctoral degree (including action research projects)

The following projects will not be approved and will be automatically denied:

- projects for coursework
- studies that are only asking to recruit students for an external study

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### Exemption from Review

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There are some instances where a project may not require formal approval in order to be conducted. Project proposals for needs assessments or the use of publically available data (i.e. [WISEdash](#)) do not require approval from RAD and would be designated as “exempt” from review. RAD defines a needs assessment as a project that is collecting data that will be used to inform service delivery. Typically, these projects are being conducted only to learn how to fulfill a contract or agreement with the district and are not used to determine whether a project had impact. If an applicant is interested in using data collected in a needs assessment for publication or public presentations, an application for approval will need to be submitted.

If an applicant would like to have their project reviewed as a needs assessment in order to obtain exempt status on their project, the applicant will need to contact [Marc Sanders](#) to complete a Needs Assessment Form and provide necessary documents for review.

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### Role of the Review Committee

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The Review Committee is NOT an Institutional Review Board (IRB) as their role is solely to review applications to ensure that they meet the criteria outlined in MPS Administrative Policies 2.15 and 6.31.

All applications are reviewed by the Committee, which is comprised of district administrative staff across multiple offices. The Committee serves as the decision-making body and issues final written approval or denial of an application. Determinations are made by placing applications in to one of three categories: *Approved*, *Needs Revisions or Clarifications*, or *Denied*.

<b>Approved</b>	<i>Approved</i> projects are those that align with Board policies, including appropriate methodology, alignment with district goals and strategies, and has district-level administrator support.
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<b>Needs Revisions or Clarifications</b>	Projects that require significant revisions in methods, procedures, or other important components, are given the designation of <i>Needs Revisions or Clarifications</i> . Research and Evaluation also agrees to work with applicants when revisions or clarifications are needed, in order for the applicant to receive approval.
<b>Denied</b>	If a project does not align with the district goals and strategies, does not have district-level administrator support, does not have approval from an Institutional Review Board prior to the date of review, is missing significant documents or is determined incomplete (e.g. consent forms), or has significant flaws in the proposed methods or procedure, the project will be <i>Denied</i> .

The criteria for each category is based on how the proposed project meets the expectations of Administrative Policies (i.e. 2.15 and 6.31). To see a copy of the Application Review Form, please refer to [Appendix E](#). Please note that even if the Committee approves a project, the school principal (if applicable) may decline to have his or her school participate, and all staff and students have the option to decline to participate.

All applicants will be notified via the email address listed for the main contact person in the application as to the committee’s decision. When approved or denied, included in the email will be an attached letter stating the decision and next steps, if applicable. When revisions or clarifications are needed before receiving approval, the applicant will receive an email with an itemized description of how the applicant performed on the review criteria. Applicants should make sure that they can receive emails from Qualtrics, the online software used to manage the application and review form, so they can receive an email confirmation when the application has been submitted or reviewed.

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### Timeline

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The review schedule for the 2018-2019 school year is:

<b>Due Date</b>	<b>Review Date<sup>1</sup></b>
August 3, 2018	August 17, 2018
September 7, 2018	September 21, 2018
October 5, 2018	October 19, 2018
November 2, 2018	November 16, 2018
December 7, 2018	December 21, 2018
January 4, 2019	January 18, 2019
February 1, 2019	February 15, 2019
March 1, 2019	March 15, 2019
April 5, 2019	April 19, 2019

Applications are only accepted on the dates listed. **Please note that applications will not be reviewed if the application fee is not received by the review date.**

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<sup>1</sup> Review dates are tentative and may change depending on schedules of participating staff.

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## Application Fee

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Application fees are required for all applicants and must be paid before the application can be reviewed. There is *no* fee for the following groups:

- MPS employees
- Applicants who are currently under contract with the district to provide services, wish to evaluate their services' effectiveness, and can provide documentation of their contract to the Division of Research & Evaluation
- External evaluators of grant funded programs or initiatives where the application fee was budgeted as an in-kind contribution from the district or where MPS is the fiscal agent

If you are *not* an MPS employee wishing to submit an application, you will need to remit a **fee of \$100** in order to have your application reviewed. Fees can be paid via mail or in person using cash, check, or money order. Checks or money orders should be made payable to Milwaukee Public Schools. Payment can be mailed to: Milwaukee Public Schools, Department of Research, Assessment, and Data, Attn: Marc Sanders, 5225 W. Vliet St., Milwaukee, WI 53208.

Please note that applications that require a fee will not be reviewed if payment is not received by the review date.

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## Letter of Support

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A letter of support demonstrates that the project is something that the district is interested in and supports. The applicant is expected to draft the letter and have a conversation with the intended signee about his or her support of the project. If the signee agrees, he or she will sign the letter and put it on department or school letterhead. The applicant can then create an electronic file of the letter to include in their application. **No hard copies of letters of support will be accepted.**

For employees of MPS who are conducting action research projects using their own classrooms, this letter would be signed by your school principal. For employees of MPS *not* conducting an action research project or anyone outside of the district, your letter of support should be signed by a current employee of the district who works at Central Office and has authority to collaborate with district partners to manage research or evaluation projects.

A template for the letter of support is available on the [Conducting Research, Evaluation, and Surveys in MPS webpage](#). Any questions about the appropriate signee of a letter of support can be directed to RAD.

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## Consent, Assent, and Information Letters

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In accordance with the [Protection of Pupil Rights Amendment \(PPRA\)](#), projects will not be approved without appropriate procedures for informed consent. Generally, informed consent is achieved through consent forms. Separate consent/assent letters must be submitted for each group that the applicant is targeting (parents, students, staff, etc.). All expenses associated with receiving consent/assent are at the obligation of the

applicant. Templates for both consent and assent letters are available on the [Conducting Research, Evaluation, and Surveys in MPS webpage](#).

In creating your consent and assent forms, please note the following:

- Consent forms for parents must be written at the 8<sup>th</sup> grade reading level or lower in order to ensure that informed consent is obtained. RAD uses the Flesch-Kincaid reading level through Microsoft Word to assess reading level.
- Any student who is over the age of 18 can give his or her written consent to participate.
- Any student in grade 6 or higher must also give assent to participate. Assent should be written at the 6<sup>th</sup> grade reading level or lower in order to ensure that informed assent is obtained. RAD uses the Flesch-Kincaid reading level through Microsoft Word to assess reading level.
- Any student, regardless of grade level, who expresses a refusal to participate must have the statement honored.

The applicant must provide a clear and detailed plan in their application as to how he or she will account for parents or students who do not give consent to participate.

Information letters to parents/guardians, also known as passive consent, may be utilized in lieu of consent/assent under special circumstances. Notification letters are associated with minimally intrusive projects and would inform the parent/guardian of the reason for the project and their rights as a participant, including how they can opt themselves or their child out of the project. The letter must also contain contact information of the project manager, who must be available to answer any questions of the parents/guardians. All requests for letters or passive consent must be discussed with RAD before submitting an application.

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### Data Extracts and Fees

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All data must be formally requested from RAD. No data should be requested from schools and project proposals that require schools to provide data may not be approved.

Data extraction costs will be billed to the applicant upon completion of the extract at the rate of \$80 per hour. There is a minimum one hour charge for all data extracts. When requested, an estimate as to the cost of the data extract can be provided. If the data can be readily accessed by the internal applicant (MPS employee) as part of his or her normal job functions, there is no charge or need to complete a data request form for RAD to extract data.

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### Data Security

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Data must be stored on a secure, password-protected computer. Approved applicants who have access to identified data must have their computer(s) encrypted. Data will be transferred from MPS to the applicant via a secure file transfer protocol.

Unless required by a grant or for some other extraneous reason, all data must be destroyed or returned to MPS within one year of completion of the study.

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### Compensation of Staff and Students for Participation

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MPS staff may be compensated for participation if said compensation complies with the district's policies; including, but not limited to: the compensation must take the form of incentives for actual participation as opposed to a gift or gratuity, (Admin. Policy 6.04(2) (a)); work performed must be provided on the employee's own time without the use of district resources, (6.04(3) (a)); and the participation cannot be inconsistent with the employee's duties to the district, (6.05(1)).

Applicants are prohibited from offering or providing compensation, in any form, to students for participation in a project. Compensation, in this context, includes gift cards and money. To compensate students with a free item or other tangible item, approval must be granted by RAD.

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### When Projects Can Begin

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No project activities may begin, including recruitment of participants, obtaining consent from any participants, or obtaining consent from the school principal, until the applicant has received a letter of approval from RAD. If any members of the project team are not MPS employees, including the main project lead and/or applicant, and will be interacting with MPS students, the team member must also complete a background check prior to data collection. The applicant will be notified by RAD staff if a background check is required.

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### Audio-or Video-Recording

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For applicants who are interested in audio- or video-recording participants, a reasonable case must be made to indicate why recording is important to the project and how the recording will improve educational outcomes for students. Any project using audio- or video-recording must include active consent and passive consent will not be granted. Parents/guardians must be informed that they have the option to have their child audio- or video-recorded, and that if they decline, the student will still participate in class but will not be included in the recording process. The process as to how non-consenting students will be protected from the recording must be described in the application.

When audio- or video-recording, the consent and assent forms must include the following:

- The purpose of the recording
- How the recording will be used
- How long the record will be kept
- When and how the record will be destroyed
- Who will have access to the recording

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## Reporting to the District

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The applicant must provide a copy of the final report to RAD within three months of completion of the project using the [Application for Approval online link](#). For projects that last more than one year, the applicant must submit an interim or progress report (via the link) no more than two months after the end of each year of the project. Progress reports should not be more than five pages in length.

If the applicant is planning on presenting or publishing results, a copy of the presentation or publication must be submitted to RAD with a minimum of 30 days' notice for review of the presentation or publication so that the Department of Communications and Outreach may be notified if necessary.

Failure to submit an interim report will place the project at-risk for continuation. Failure to submit a final report and/or presentation or publication (if applicable) may jeopardize approval of future applications for the applicant.

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## Changes to an Approved Project (Submitting an Addendum)

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If an applicant plans to make changes to a previously approved project, the applicant must submit an addendum via the [Application for Approval online link](#). Addendums will be reviewed within 30 days of submittal, and the applicant will be notified if the proposed changes have been approved. RAD reserves the right to request that applicants submit a full research or evaluation approval application if changes to a previously approved project are deemed major and substantive.

## **APPLICATION FOR SURVEY PROJECTS**

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## Application Requirements

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In order for a project to be considered for approval, interested parties must complete the online [Application for Approval](#). No hard copies or submissions via email will be accepted. The link to the application is also available on the application [webpage](#).

While the application does not allow for the applicant to actively to save his/her work, your place in the application and completed sections should be saved as long as the applicant returns to the same computer and browser. A progress bar is indicated at the bottom of the application.

To see a copy of the questions in the application, please refer to [Appendix B](#). In addition to completing the questions in the application, the following documents will need to be ready to upload when completing the application:

1. Consent/Assent forms
2. Data collection forms, such as surveys, interview questions, and observation rubrics
3. Completed Non-Disclosure Agreement forms for all project team members who will have access to the data collected or requested from the district

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## Timeline for Reviewing Proposals

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Any individual or organization interested in conducting a survey with MPS staff, students, or families or on MPS property must submit an application. Applications for surveys will be reviewed by RAD staff on a rolling basis. Applicants should allow 4-6 weeks for review of their application. RAD reserves the right to approve, deny, or request changes in any survey application or to request a survey applicant to complete a research and evaluation application if that is deemed more appropriate due to the extent of the survey project. In an effort to reduce survey burden on MPS students, families, or staff, RAD also reserves the right to close the application for approval of survey projects at any time.

Please note that even if a survey is approved, the school principal (if applicable) may decline to have his or her school participate, and all staff and students have the option to decline to participate, per Administrative Policy 6.31.

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## Data Security

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Data collected from surveys must be stored on a secure, password-protected computer. Unless required by a grant or for some other extraneous reason, all data must be destroyed or returned to MPS within one year of completion of the project.

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## Consent, Assent, and Information Letters

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In accordance with the [Protection of Pupil Rights Amendment \(PPRA\)](#), projects will not be approved without appropriate procedures for informed consent. Generally, informed consent is achieved through consent forms. Separate consent/assent letters must be submitted for each group that the applicant is targeting (parents, students, staff, etc.). All expenses associated with receiving consent/assent are at the obligation of the applicant. Templates for both consent and assent letters are available on the [Conducting Research, Evaluation, and Surveys in MPS webpage](#).

In creating your consent and assent forms, please note the following:

- Consent forms for parents must be written at the 8<sup>th</sup> grade reading level or lower in order to ensure that informed consent is obtained. RAD uses the Flesch-Kincaid reading level through Microsoft Word to assess reading level.
- Any student who is over the age of 18 can give his or her written consent to participate.
- Any student in grade 6 or higher must also give assent to participate. Assent should be written at the 6<sup>th</sup> grade reading level or lower in order to ensure that informed assent is obtained. RAD uses the Flesch-Kincaid reading level through Microsoft Word to assess reading level.
- Any student, regardless of grade level, who expresses a refusal to participate must have the statement honored.

The applicant must provide a clear and detailed plan in their application as to how he or she will account for parents or students who do not give consent to participate.

Information letters to parents/guardians, also known as passive consent, may be utilized in lieu of consent/assent under special circumstances. Notification letters are associated with minimally intrusive projects and would inform the parent/guardian of the reason for the project and their rights as a participant, including how they can opt themselves or their child out of the project. The letter must also contain contact information of the project manager, who must be available to answer any questions of the parents/guardians. All requests for letters or passive consent must be discussed with RAD before submitting an application.

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## Reporting to the District

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The applicant must provide a copy of the final report to RAD within three months of completion of the project using the [Application for Approval online link](#). For projects that last more than one year, the applicant must submit an interim or progress report (via the link) no more than two months after the end of each year of the project. Progress reports should not be more than five pages in length.

If the applicant is planning on presenting or publishing results, a copy of the presentation or publication must be submitted to RAD with a minimum of 30 days' notice for review of the presentation or publication so that the Department of Communications and Outreach may be notified if necessary.

Failure to submit an interim report will place the project at-risk for continuation. Failure to submit a final report and/or presentation or publication (if applicable) may jeopardize approval of future applications for the applicant.

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### Changes to an Approved Project (Submitting an Addendum)

---

If an applicant plans to make changes to a previously approved project, the applicant must submit an addendum via the [Application for Approval online link](#). Addendums will be reviewed within 30 days of submittal, and the applicant will be notified if the proposed changes have been approved. RAD reserves the right to request that applicants submit a full application if changes to a previously approved project are deemed major and substantive.

## APPENDICES

APPENDIX A: Application for Approval: Research and Evaluation Projects

*Please note that applications are only accepted online. Hard copies or applications sent via email will not be accepted.*

**Milwaukee Public Schools**  
*Application to Conduct Research or Evaluation*

**class project**

The following questions pertain to those who wish to have their research or evaluation project reviewed by the Department of Research, Assessment, and Data for approval by the district. You will be asked several questions about your proposed project. If you have all documentation in order (i.e. consent forms, IRB approval letter, and data collection documents) the application should take 30-40 minutes to complete.

**PLEASE NOTE: attachments of proposals in lieu of answering the questions in this application will not be accepted. It is in the applicant's best interest to answer all questions within the character limits for each question. Attachments may not be reviewed.**

**Are you conducting this project as part of a class project (high school or college) so that you can receive a grade?**

yes

no

**Research Application**

**Please provide information for the main contact person for this project.**

First Name:

Last Name:

Title:

Work Phone (XXX-XXX-XXXX):

Email Address:

**Would you like to add an additional contact person to this project?**

yes

no

First Name:

Last Name:

Title:

Work Phone (XXX-XXX-XXXX):

Email Address:

**Are you a current employee of Milwaukee Public Schools?**

*For the purposes of the research application, an internal researcher or employee is someone who is a current employee of MPS or who is employed full-time at an MPS school.*

yes

no

**Which school or department are you currently assigned to?**

*If assigned to more than one school, please indicate your payroll school or department.*

**Are you conducting this project to meet a requirement for obtaining a Master's or Doctoral degree?**

yes

no

**The project is for (select all that apply):**

(Requested by) Milwaukee Public Schools

Contract/Memorandum of Understanding (MOU) with Milwaukee Public Schools (you will be asked to provide a copy of the contract or MOU on the next page)

Program evaluation

Requirement for fulfillment of a grant (you will be asked to provide a copy of the [Partnership or Grant Intent Form](#))

Government-sponsored or mandated study (Note: you will need to provide the OMB#)

Other

**Please acknowledge that there is a \$100 application fee.**

I will pay the \$100 application fee, payable to Milwaukee Public Schools, before my application is reviewed.

I am an MPS employee.

I have a fully signed contract or MOU (signed by both MPS and the organization under contract) with the district and am asking that the application fee be waived.

**Please upload your fully signed contract or MOU here:**

**Please upload your approved Partnership or Grant Intent Form here:**

**The following questions pertain to the College or University from which you are obtaining your degree.**

Name of College/University:

Academic department:

Advisor's name:

Advisor's title:

Advisor's email address:

Advisor's phone number:

**The following questions pertain to the organization, university/college, or agency the primary investigator is affiliated with. Please fill-in the following information. (If there is no office phone number, use "NA".)**

Organization/Affiliation:

Street Address:

City:

State:

Zip:

Office Phone (if applicable):

Tax ID (if applicable):

**District Support for Project**

In order to meet the criteria for Partnership and Alignment in Administrative Policy 2.15, a formal letter of support is required for all project proposals. For MPS employees, this letter can come from your school principal or supervisor. For external projects, this letter should come from a district administrator or a school principal if the project will only occur in one school. A template for the letter is available on the [application webpage](#) and directions for the letter are described in the application manual.

**Failure to provide a letter of support from MPS for the proposed project is grounds for automatic denial of approval.**

### Approval from an Institutional Review Board

The Department of Research, Assessment, and Data is not a certified Institutional Review Board (IRB) and does not conduct ethical practice reviews. As such, project proposals must include an approval letter from a certified IRB. Please attach the letter or documentation below.

Applications for approval in MPS can be submitted concurrently with IRB approval applications at other institutions; however, approval from MPS will not be granted without IRB approval. In these cases, MPS approval will be pending until formal IRB approval is received.

**Applicants must contact the Department of Research, Assessment, and Data prior to completing this application if they do not feel that the project should require IRB approval.**

### Project Title

### When do you propose to start your project?

*Projects cannot start until they are approved. Please do not choose a date before the application review date.*

←| June 2018 →|

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7

### When do you propose to end your project?

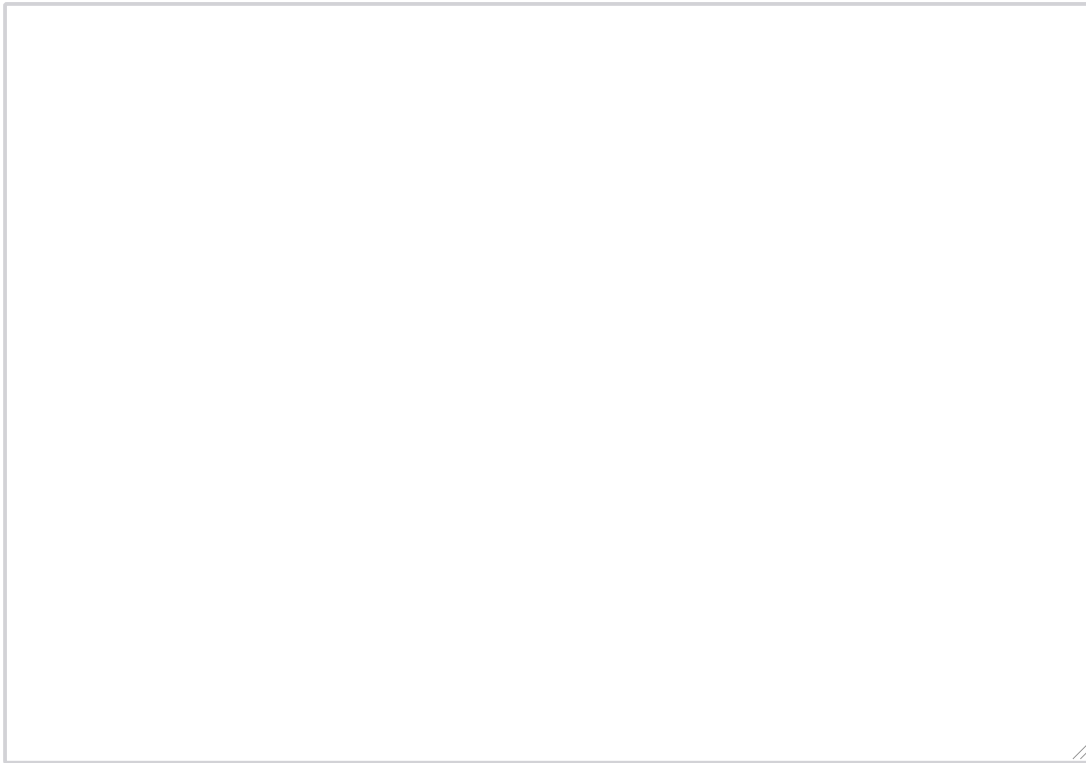
*Projects can be approved for up to 3 years. Project start and end dates should also coincide with IRB approvals or grant awards if applicable.*

←| June 2018 →|

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

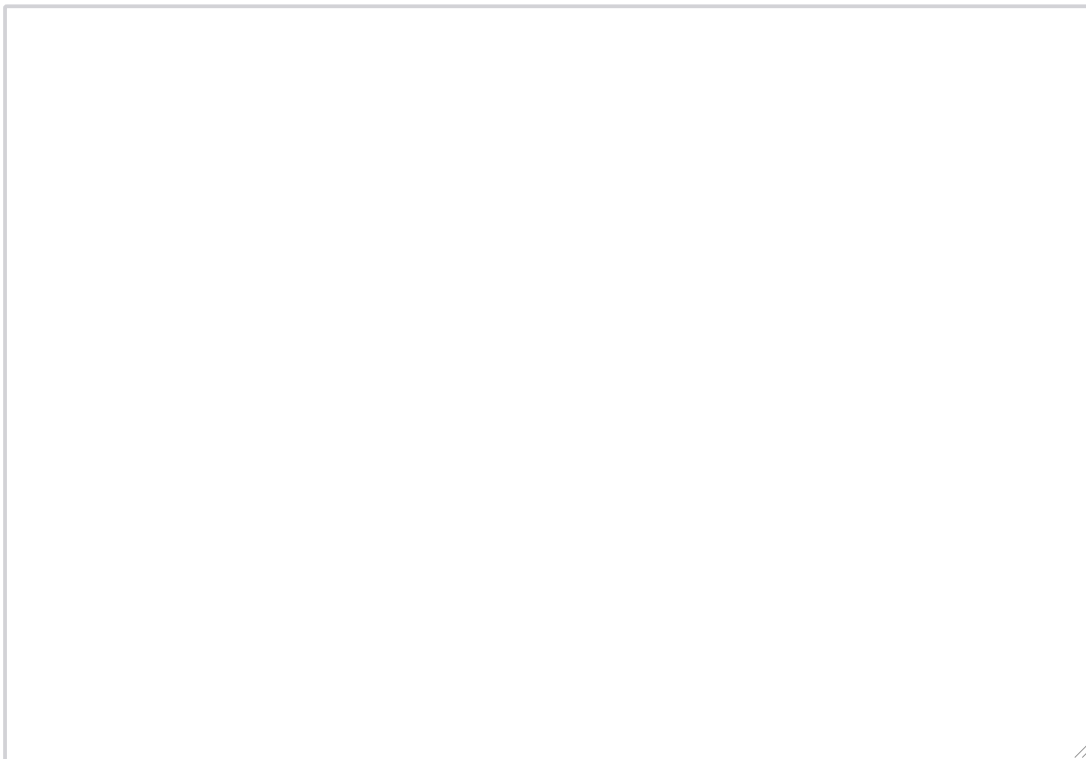
### Abstract/Summary of Project

**Please provide a brief summary of your project, including the purpose and if applicable, who will be participating in the project.**

A large, empty rectangular box with a thin grey border, intended for the user to provide their response to the question below. It occupies the upper half of the page.

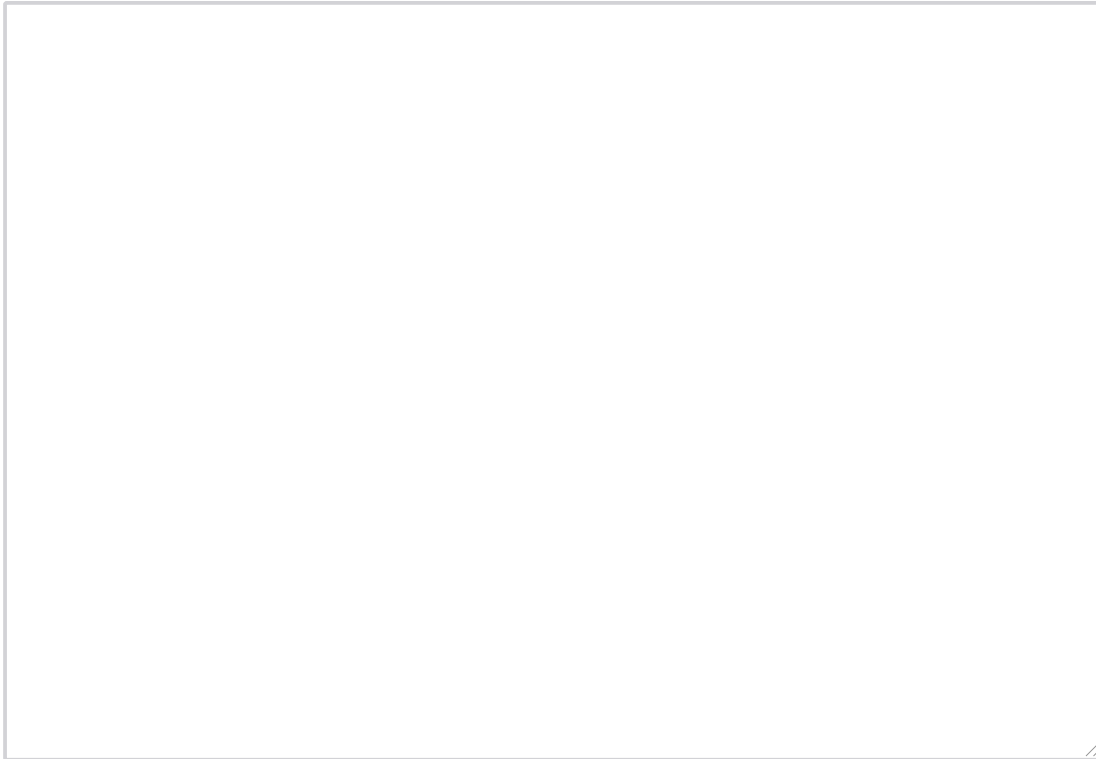
**Purpose of the Project**

**Please indicate the purpose of the project below.**

A second large, empty rectangular box with a thin grey border, identical in size and style to the one above, provided for the user to answer the question. It occupies the lower half of the page.

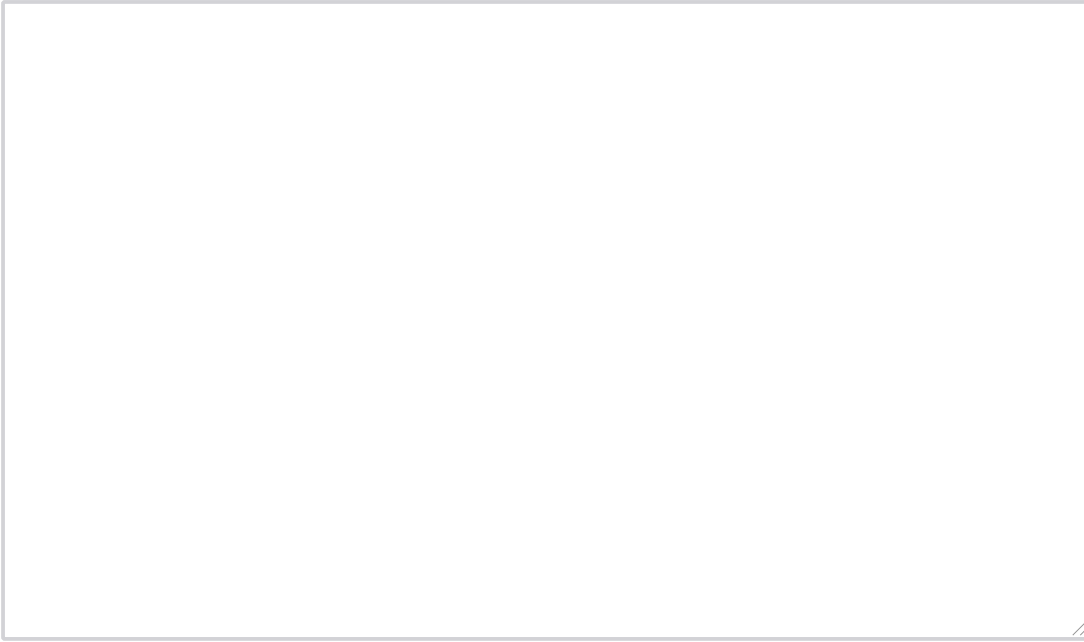
### Expected Contributions of the Proposed Project

In order to better understand your project, the Review Committee requests that each applicant submit a brief summary of the contribution she/he believes this project will make to research literature, programming, or the community. This summary provides the committee with additional details and background information regarding your project and also supports the committee's understanding of the intended impact. Please enter your summary below.

A large, empty rectangular box with a thin gray border, intended for the applicant to enter their summary of the project's expected contributions. The box is currently blank.

### Research Questions and Hypothesis

Please indicate the question(s) you are trying to answer with your project and include the hypothesis, if applicable. Do not include survey or interview questions here. This section is for questions that guide the methods and procedures for the proposed project.



### **Methodology**

**Please describe the processes that will be used to carry out the project and how the methods employed will answer the research questions provided. Applicants can describe data collection procedures in the next section.**



**Is the proposed project to be conducted at a school or multiple schools?**

yes

no

**Select your school(s) from the list below:**

(316) Acad. of Accelerated Learning

(076) ALBA

(075) Alcott School

(073) Allen-Field School

(042) Alliance School

(124) Andrew S. Douglas School

(418) Assata HS

(090) Audubon HS

(041) Audubon MS  
(077) Auer Avenue School  
(427) Banner Prep School of Milw.  
(188) Barbee Montessori School  
(081) Barton School  
(012) Bay View HS  
(356) Bethune Academy  
(014) Bradley Technology and Trade  
(089) Brown Street Academy  
(092) Browning School  
(093) Bruce School  
(094) Bryant School  
(095) Burbank School  
(098) Burdick School  
(673) Carmen Northwest Campus  
(678) Carmen South Campus  
(451) Carmen Southeast Campus  
(309) Carson Academy  
(102) Carver Academy  
(104) Cass Street School  
(110) Clarke Street School  
(114) Clemens School  
(113) Clement Avenue School  
(116) Congress School  
(117) Cooper School  
(119) Craig Montessori School  
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(665) Daniels University Prep  
(125) Doerfler School  
(143) Eighty-first St. School  
(148) Elm Creative Arts School  
(150) Emerson School  
(152) Engleburg School  
(155) Fairview School  
(158) Fernwood Montessori School  
(170) Fifty-third St. School  
(173) Forest Home Avenue School

(179) Franklin School  
(182) Fratney School  
(185) Gaenslen School  
(191) Garland School  
(192) Goodrich School  
(430) Grandview HS  
(193) Grant School  
(196) Grantosa Drive School  
(120) Green Bay Avenue School  
(202) Greenfield School  
(019) Groppi HS  
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(676) Hmong American Peace Academy  
(218) Holmes School  
(334) Honey Creek School  
(220) Hopkins-Lloyd School  
(105) Howard Avenue Montessori School  
(223) Humboldt Park School  
(224) I.D.E.A.L.  
(377) Jackson School  
(232) Kagel School  
(235) Keefe Avenue School  
(237) Kilbourn School  
(083) King Elementary School  
(020) King IB HS  
(021) King IB MS  
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(672) La Causa Charter School  
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(325) Marvin E. Pratt School  
(268) Maryland Avenue Montessori School  
(426) MATC Emerging Scholars Pgm  
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(667) Milw. College Prep - Lloyd  
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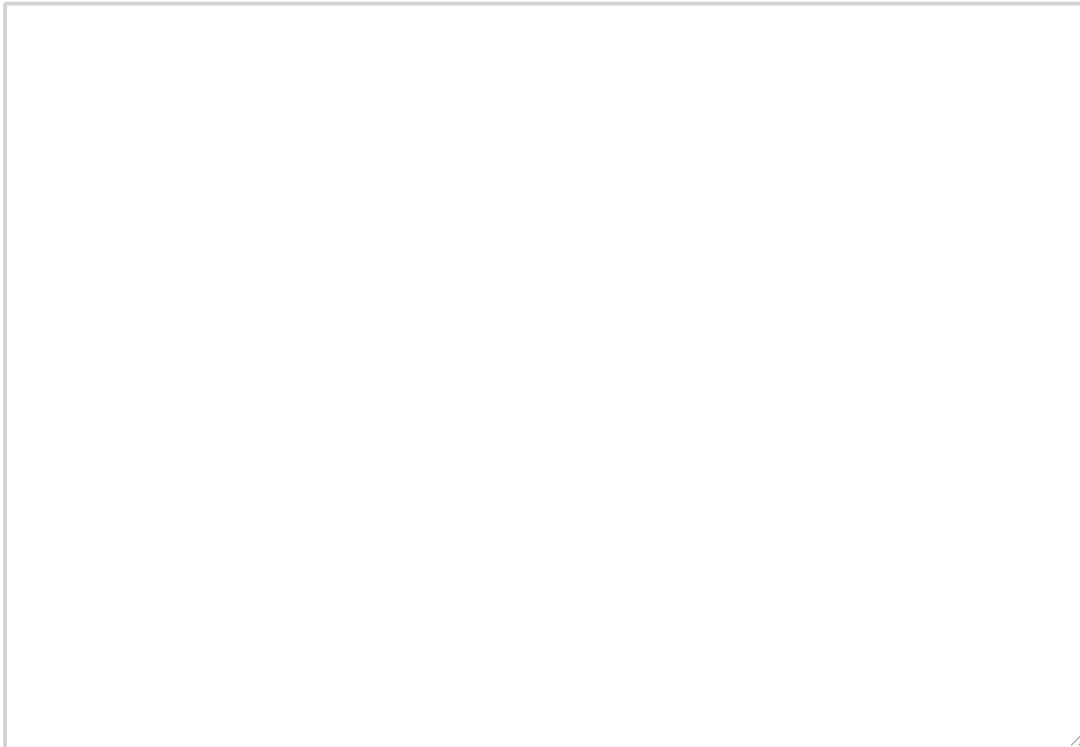
(295) Zablocki School

**You selected that this project is part of a program evaluation. Will the project include methodology that would be considered a form of [developmental evaluation](#)?**

Yes

No

**Share your plan for collaboration with MPS, including the Research & Evaluation office, as your evaluation evolves.**



**Please acknowledge the following before proceeding:**

I acknowledge that I must submit an addendum using the online Application for Approval within 30 calendar days of implementing any evolving changes to my evaluation.


### **Data Collection Procedures**

**Please describe how the primary investigator will collect and/or analyze any data requested or collected for the project.**



### **Data Security Plan**

**Please indicate how you plan to protect and secure MPS data, including computer security, physical handling and storage of data, transportation of data (if applicable), and the plan to destroy or return data upon completion of the project.**



**Please provide the names of individuals on the project team or partnering agencies that will have access to data collected or requested for this project. These individuals will need to complete a Non-Disclosure Agreement Form, and completed forms will need to be attached to this application.**

**Upload additional Non-Disclosure Forms here:**

*Note that all forms should be combined in to one PDF and then attached.*

**Does the project proposal request that the Department of Research, Assessment, and Data extract data, such as assessment results, demographics of students or teachers, and other such data? *Note that data cannot be requested from schools; therefore, any data needs must be requested through the department.***

yes

no

**The Department of Research, Assessment, and Data charges \$80 per hour (one hour minimum) for extracting data. You will be invoiced for the amount once the data you have requested is provided.**

I acknowledge that there is a fee for extracting data and I agree to pay the invoice upon receipt.

**In the text box below, please indicate the data elements you plan to request and for which school years. Once your project is approved, you will receive a link to complete an online data request form to officially request data for the project. You may also consider reviewing our Data Codebook on the [application webpage](#) for further information.**

**Does the methodology require participation of MPS students, families, or staff?**

yes

no, I am only requesting data and do not plan to interact with MPS students, families, and/or staff

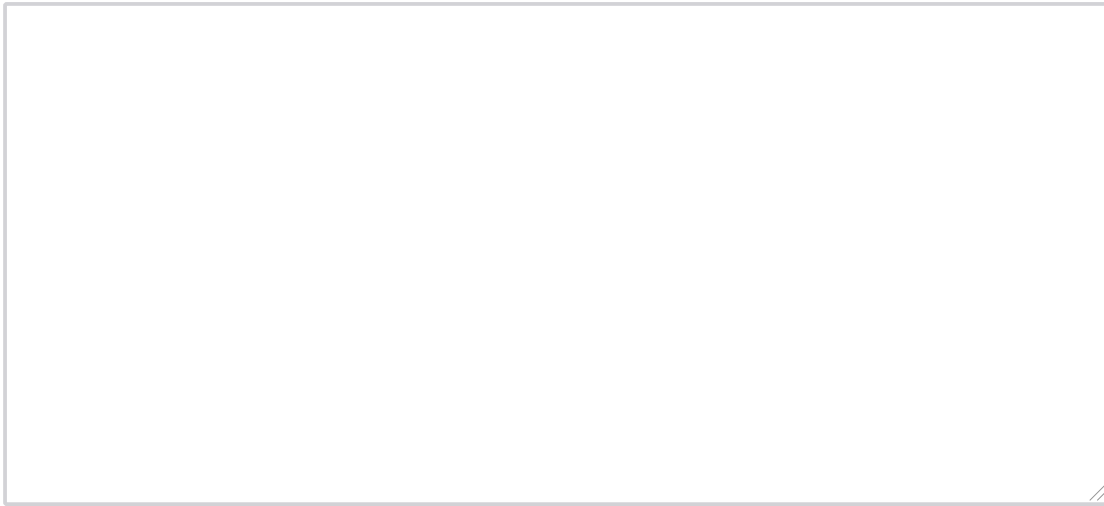
### Participants and Compensation

The following questions refer to the expectations of your participants.

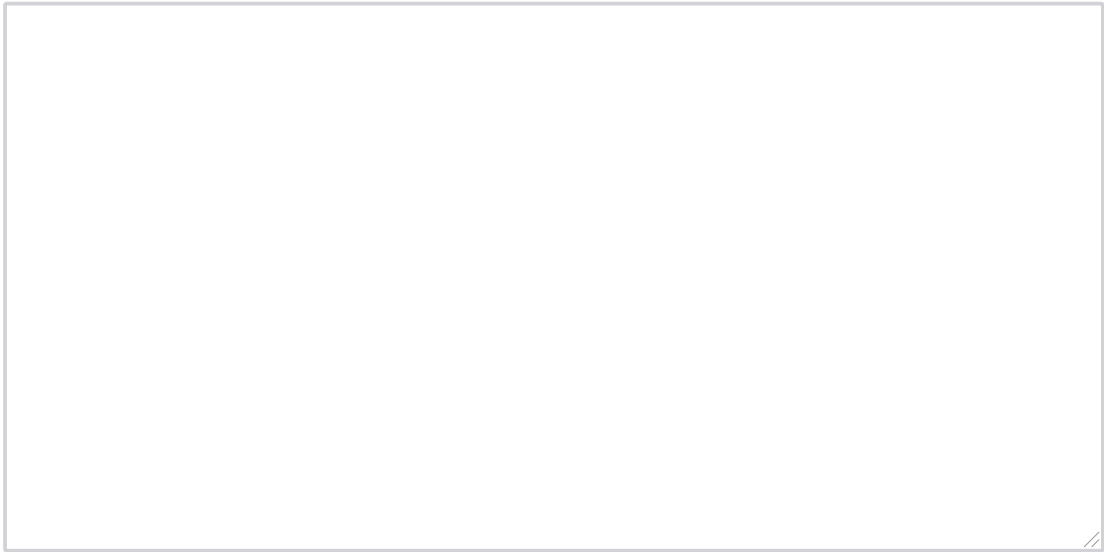
Please indicate the types of participants you will recruit and the intended sample size. You may select multiple types of participants if necessary. If selecting students, you must also include the grade level of the students.

Students <i>(please describe sample size and grade level below)</i>	Staff <i>(please describe sample size below)</i>	Parents <i>(please describe sample size below)</i>

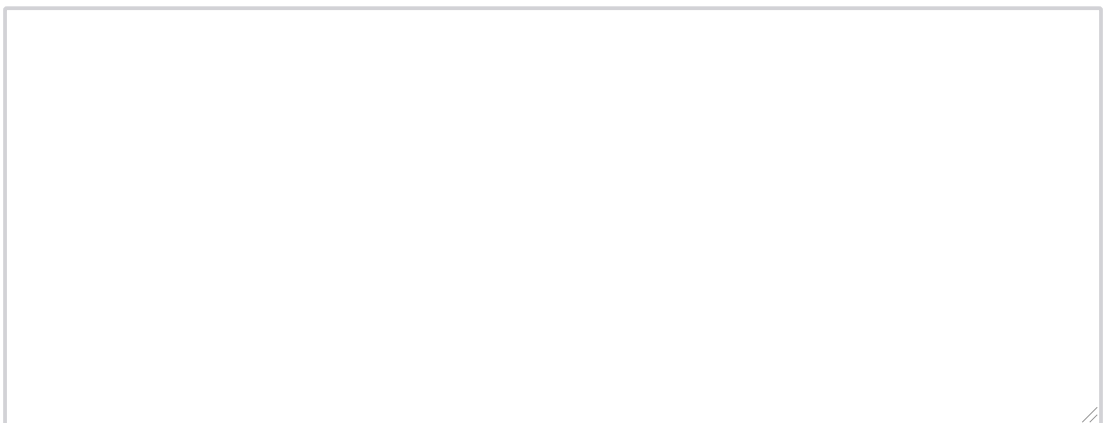
**How will participants be identified or recruited for participation?**

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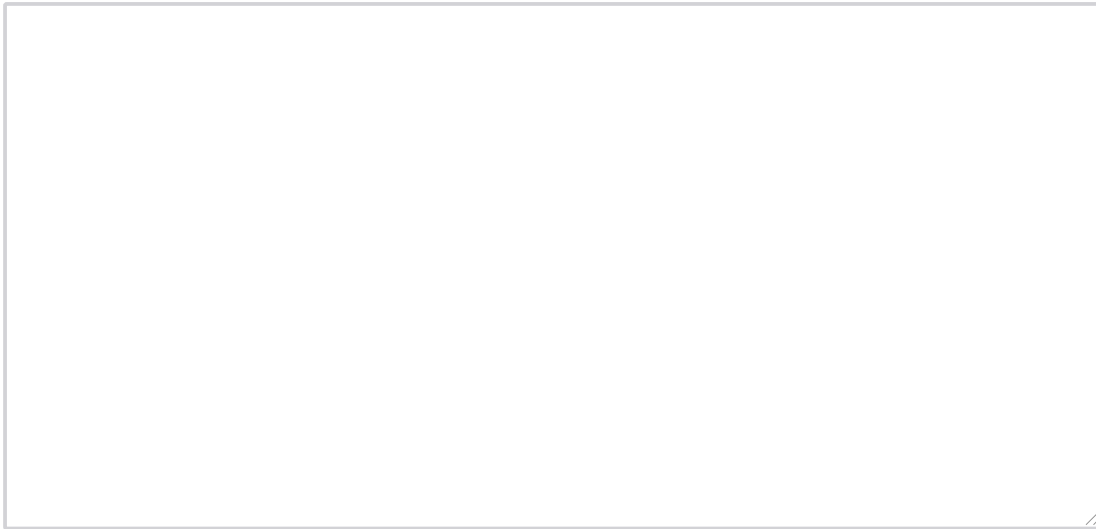
**How will initial contact be made with participants?**

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**What will participants be expected to do for your project?**

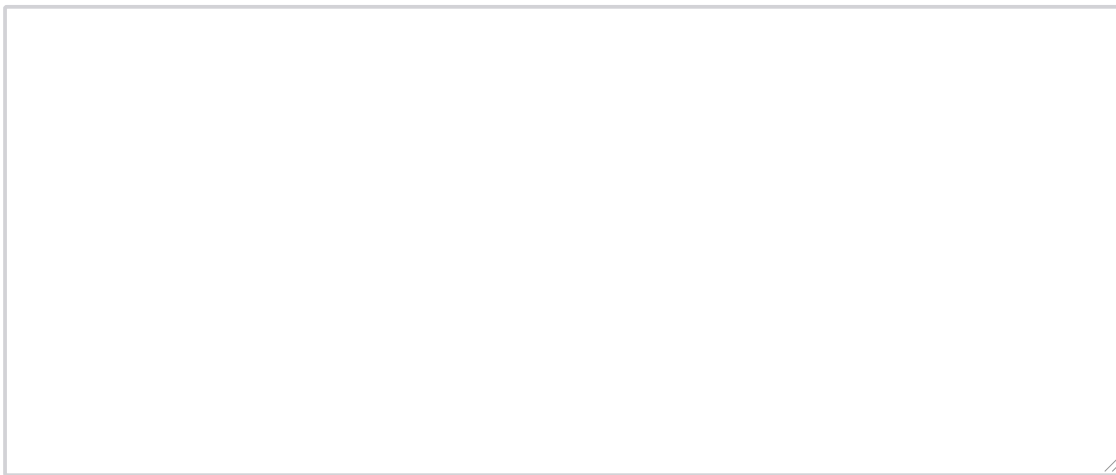
A large, empty rectangular text box with a thin grey border and a small double-slash icon in the bottom right corner.

**How much time is required for participation in the project for each participant?**



**What are the risks and benefits for participation?**

*Note that there are always minimal risks when conducting research or evaluation projects; therefore, it will not be acceptable to state that there are no risks for this project.*



**Does the methodology require MPS students, families, or staff to complete a survey?**

yes

no

**Will the survey take more than 10 minutes to complete?**

yes

no

**Please share the rationale for asking participants to complete a survey that takes longer than 10 minutes.**

**Will participants be compensated or provided with an incentive in order to participate in your project?**

yes

no

**Per the research and survey application manual, researchers are prohibited from offering or providing compensation, in any form, to students for participation in a study. Compensation, in this context, includes gift cards and money. To compensate students with a free item or other tangible item, approval must be granted by the Department of Research, Assessment, and Data. MPS staff may be compensated for participation if said compensation complies with the District's policies; including, but not limited to: the compensation must take the form of incentives for actual participation as opposed to a gift or gratuity, (Admin. Policy 6.04(2)(a)); work performed must be provided on the employee's own time without the use of District resources, (6.04(3)(a)); and the participation cannot be inconsistent with the employee's duties to the District, (6.05(1)).**

**Please indicate below how participants will be compensated, including the method (gift card, monetary compensation, and/or tangible item) and the amount.**

## Consent Forms

Consent forms are required for all participants, including students, families, or staff, without exception. **Failure to provide consent forms for the proposed project is grounds for automatic denial of approval.** Consent forms are not required when the proposed project is only a data request and does not include participation of MPS students, families, or staff.

Please note the following:

- If you wish to use *passive consent*, you must receive approval from the Department of Research, Assessment, and Data prior to completing this application.
- For *students under the age of 18*, parental consent for participation in research or evaluation projects must be provided. Parent consent forms should be written at the 8th grade reading level (Flesch-Kincaid as assessed in Microsoft Word).
- For *students between the ages of 12 and 18* (6-12th grade), student assent forms must be provided. Student assent forms should be written at the 6th grade reading level (Flesch-Kincaid as assessed in Microsoft Word).
- If you plan to work with *students and/or families learning English* (e.g. English Learners), consent and assent forms must be translated into the appropriate language. It is recommended that letters be translated once the project has been approved.
- **All costs associated with consent forms**, including duplication and translation, are to be performed and paid for by the applicant.

**Will you be attaching consent or assent forms?**

yes

no, I am only requesting data

**Are you submitting a student assent/consent form?**

yes

no

**Attach student assent/consent form here:**

**Are you submitting a parent consent form?**

yes

no

**Attach parent consent form here:**

**Are you submitting a staff consent form?**

yes

no

**Attach staff consent form here:**

**Are you submitting a school informational letter or flyer that would go home to families or staff?**

*Please note that requirements for reading level to families still apply.*

yes

no

**Attach school informational letter/flyer here:**

### **Data Collection Documents**

**A copy of all associated data collection documents must be included in this application and are required to be reviewed for approval. Data collection documents may include, but are not limited to:**

- **Survey instruments**
- **Assessment instruments**
- **Interview questions**
- **Focus group questions**
- **Observational protocol or rubric**

**Will you be attaching data collection documents?**

yes

no

**Please indicate which of the following data collection documents you are attaching (select all that apply).**

Survey Instruments

Assessment Instruments

Interview Questions

Focus Group Questions

Observational Protocol or Rubric

**Upload survey instrument here:**

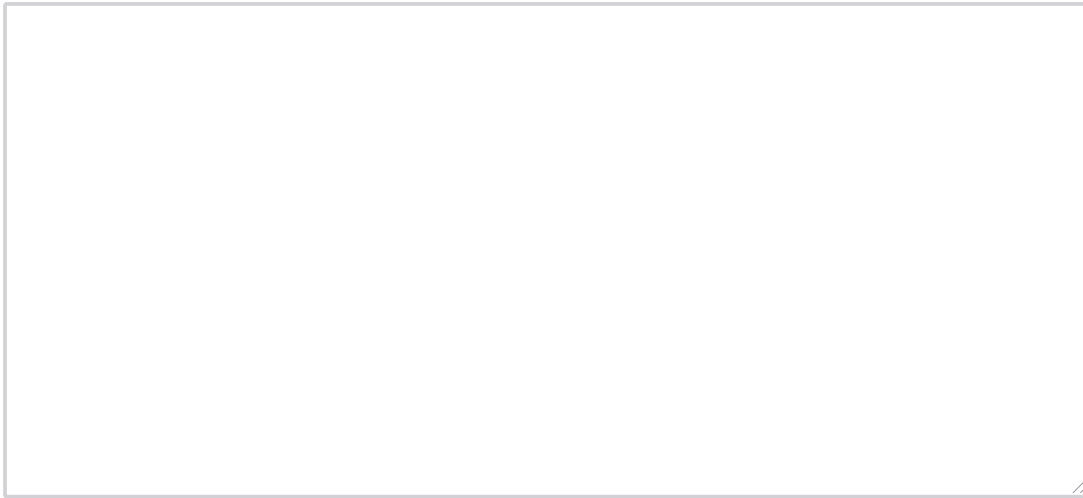
**Upload assessment instrument here:**

**Upload interview questions here:**

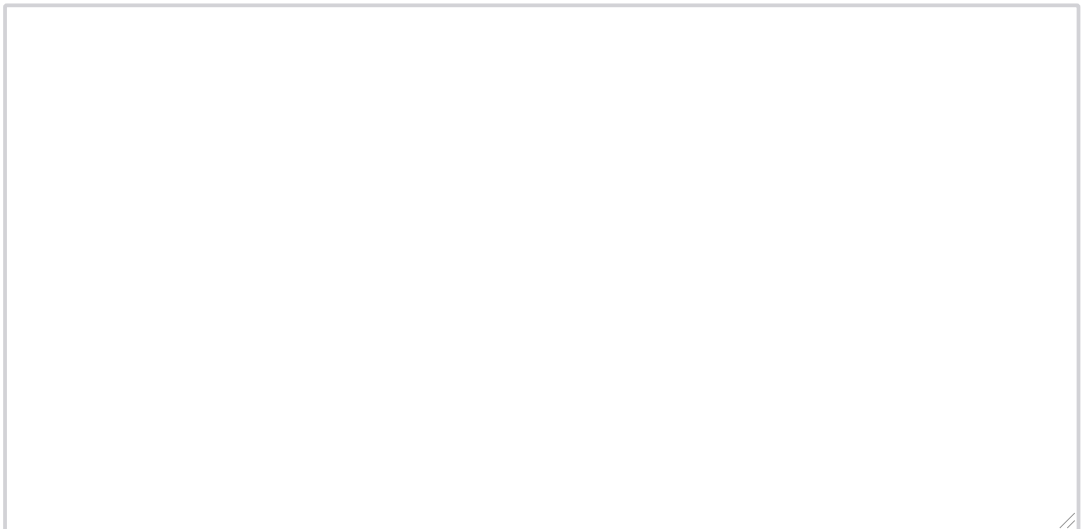
**Upload focus group questions here:**

**Upload observational protocol or rubric here:**

**Who is the audience for the final report? (e.g., students at your university/college, publication, district or school staff, etc.).**



**How will results be used and disseminated?**



**A copy of the final report must be provided to MPS Department of Research, Assessment, and Data within three months of the completion of the project. Failure to do so will place the project at-risk for continuation and may jeopardize future applications. A link to submit a report is provided on the online application portal that was used to access this application.**

I agree to provide a copy of the final report to MPS Department of Research, Assessment, and Data within three months of project completion.

**Please acknowledge that if results are presented or published, a copy of the presentation or publication must be submitted to MPS Department of Research, Assessment, and Data with a minimum 30 days' notice for review of the presentation or publication.**

If I present or publish results, I agree to provide a copy to MPS Department of Research, Assessment, and Data with a minimum of 30 days' notice.

You selected that your project is being conducted on behalf of a grant, MOU, or contract. The next series of questions pertain to projects that are affiliated with a grant, evaluation, or research project that is funded by MPS.

Contractors will be bound by the terms and conditions of the Milwaukee Board of School Directors Professional Services Contract, found on the MPS portal (<http://mps.milwaukee.k12.wi.us>) and located by clicking on “District”, “Vendors & Contractors”, “Vendors”, and “Vendor Forms.”

Is this application being completed in accordance with a grant, evaluation, or research project funded by Milwaukee Public Schools?

yes

no

Describe the services that will be performed.

Describe the pricing structure (e.g., hourly rate, project rate, or other rate structure).

Describe the dates of service, including anticipated hours and dates of work, if appropriate.

Would you like to share your project logic model?

yes

no

**Please upload your logic model.**

**Would you like to receive an email confirmation with a summary of the information you have submitted?**

yes, and please use the email address I included at the beginning of this application

yes, but I would like to have the confirmation sent to a different email address

no I do not wish to receive an email confirmation

**Please fill-in your e-mail address below:**

### Statement of Non-Disclosure of Release Information

**I understand that the release of confidential student data provided by the Milwaukee Public Schools is prohibited under the Family Education Rights and Privacy Act of 1974 and Wisconsin State Statutes, 118.125. I acknowledge that I fully understand that the intentional release by me of this information to any unauthorized person could subject me to penalties imposed by law. I agree to return and/or destroy the released data upon completion of the study for which it was requested.**

Name

Date

**Please click on the next button below to submit your application.**

Questions about the Application for Approval can be directed to Marc Sanders at (414) 475-8570 or [sandermc@milwaukee.k12.wi.us](mailto:sandermc@milwaukee.k12.wi.us).

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## APPENDIX B: Application for Approval: Survey Projects

*Please note that applications are only accepted online. Hard copies or applications sent via email will not be accepted.*

**Milwaukee Public Schools**  
*Application to Conduct a Survey*

## Screener

The following questions are for those who wish to have a survey project reviewed by the Department of Research, Assessment, and Data (RAD). RAD reserves the right to request any survey project applicant to reapply as a research and evaluation project.

**PLEASE NOTE: attachments of proposals in lieu of answering the questions in this application will not be accepted. It is in the applicant's best interest to answer all questions within the character limits for each question.**

**The project is for (please select only one):**

Master's Thesis or Dissertation

Program evaluation

Requirement for fulfillment of a grant (whether applied for or awarded)

My project does not fall in to any of the above categories

**class project question**

**Are you conducting this project as part of a class project (high school or college) so that you can receive a grade?**

yes

no

## Survey Application

**The project is for (select all that apply):**

(Requested by) Milwaukee Public Schools

Contract/Memorandum of Understanding (MOU) with Milwaukee Public Schools (you will be asked to provide a copy of the contract or MOU on the next page)

Government-sponsored or mandated survey

Other

**You indicated that this project was requested by MPS. Please provide more information about the request, such as the department that requested the survey and why.**

**Please provide information for the main contact person for the survey you wish to be reviewed:**

First Name:

Last Name:

Organization/Affiliation:

Title:

Street Address:

City:

State:

Zip:

Work Phone (XXX-XXX-XXXX):

Email Address:

Tax ID (if applicable):

**Would you like to add an additional contact person for this project?**

- yes
- no

**Please provide information for an additional contact person for this project.**

First Name:

Last Name:

Organization/Affiliation:

Title:

Work Phone (XXX-XXX-XXXX):

Email Address:

**Are you a current employee of Milwaukee Public Schools?**

*For the purposes of the application, an internal applicant or employee is someone who is a current employee of MPS or who is employed full-time at an MPS school.*

yes

no

**Which school or department are you currently assigned to?**

*If assigned to more than one school, please indicate your payroll school or department.*

**Please upload your fully signed contract or MOU here:**

**Survey Title**

**When do you propose to start your project?**

*Projects cannot start until they are approved. Please do not choose a date that is sooner than 30 days from the date you plan to submit this application.*

←| June 2018 →|

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

**When do you propose to end your project?**

*Projects can be approved for up to 3 years, but should coincide with any contracts if applicable.*

←| June 2018 →|

Su	Mo	Tu	We	Th	Fr	Sa
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Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

### Summary of the Survey Project

Please provide a brief summary of your survey project, including the purpose of the survey.

Please upload the data collection document (e.g. survey) that you would like to be approved. The following sections will ask for additional details related to your project.

### Survey Implementation Procedure

This section asks for details regarding how you plan to implement the survey, including how you will recruit and obtain consent from participants.

**Is the proposed survey to be conducted at a school or multiple schools?**

yes

no, I am only asking Central Services staff to complete the survey

**Select your school(s) from the list below:**

- (316) Acad. of Accelerated Learning
- (076) ALBA
- (075) Alcott School
- (073) Allen-Field School
- (042) Alliance School
- (124) Andrew S. Douglas School
- (418) Assata HS
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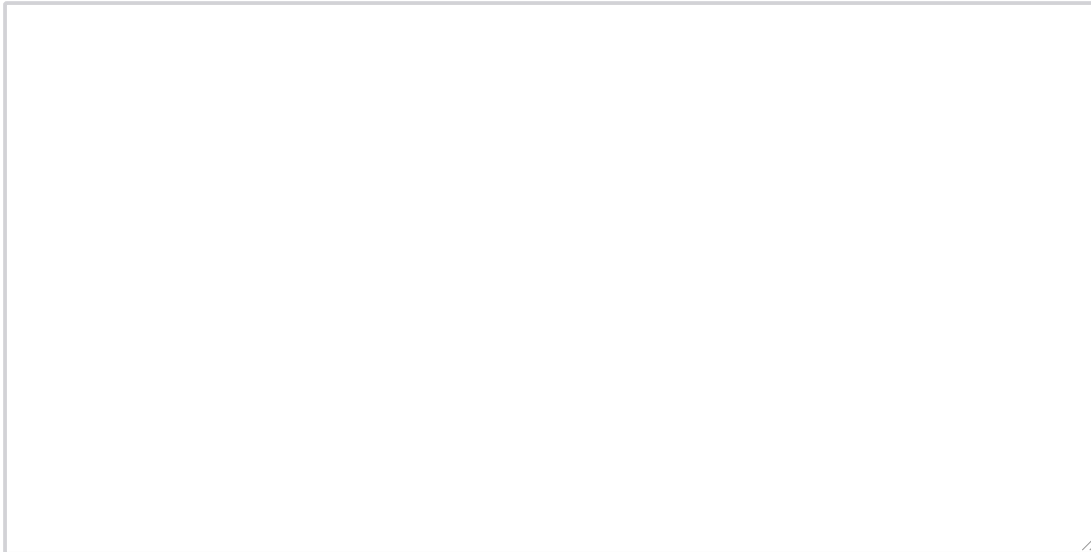
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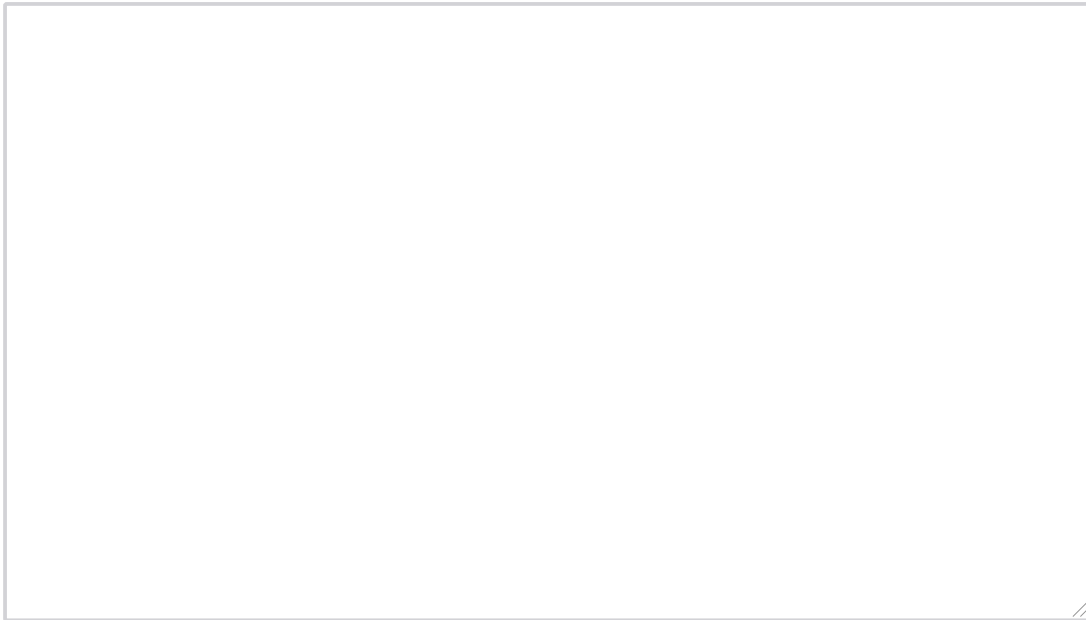
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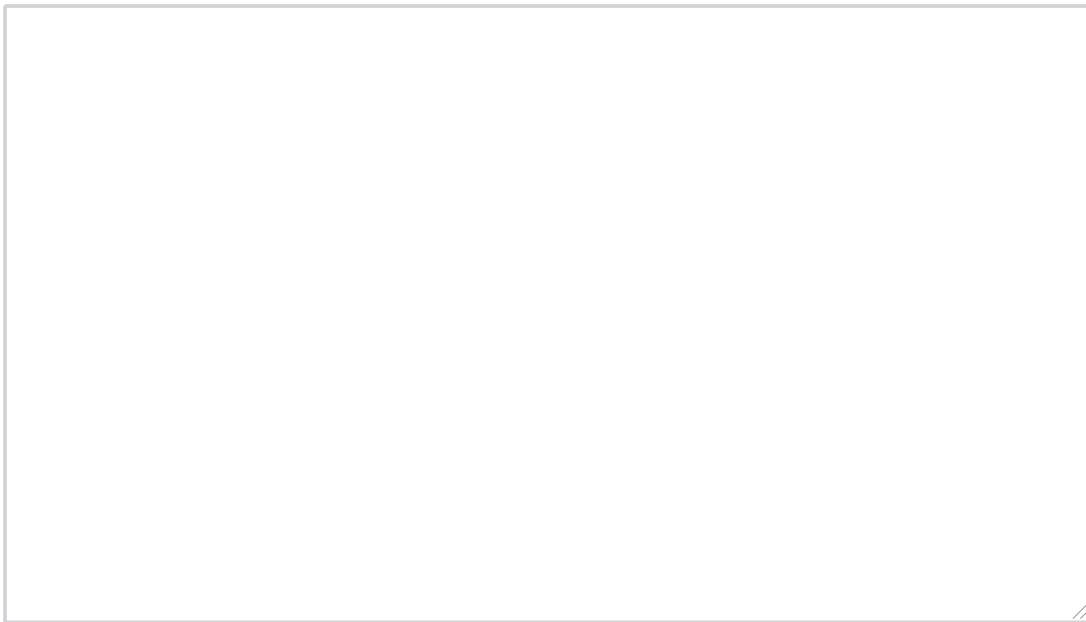
**How will participants be identified or recruited for participation?**



**How will initial contact be made with participants?**

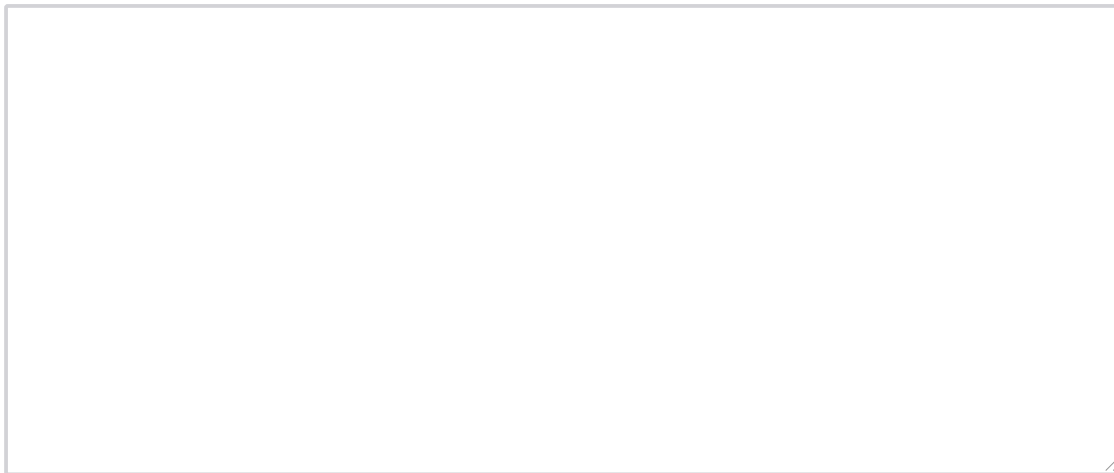


**What is the procedure for gathering informed consent?**



**What are the risks and benefits for participation?**

*Note that there are always minimal risks when conducting research or evaluation projects; therefore, it will not be acceptable to state that there are no risks for this project.*



## Consent Forms

Consent forms are required for all participants, including students, families, or staff, without exception. **Failure to provide consent forms for the proposed project is grounds for automatic denial of approval.**

Please note the following:

- If you wish to use *passive consent*, you must receive approval from the Department of Research, Assessment, and Data prior to completing this application.
- For *students under the age of 18*, parental consent for participation in research or evaluation projects must be provided. Parent consent forms should be written at the 8th grade reading level (Flesch-Kincaid as assessed in Microsoft Word).
- For *students between the ages of 12 and 18 (6-12th grade)*, student assent forms must be provided. Student assent forms should be written at the 6th grade reading level (Flesch-Kincaid as assessed in Microsoft Word).
- If you plan to work with *students and/or families learning English* (e.g. English Learners), consent and assent forms must be translated into the appropriate language. It is recommended that letters be translated once the project has been approved.
- **All costs associated with consent forms**, including duplication and translation, are to be performed and paid for by the applicant.

Are you submitting a student assent/consent form?

yes

no

Attach student assent/consent form here:

**Are you submitting a parent consent form?**

yes

no

**Attach parent consent form here:**

**Are you submitting a staff consent form?**

yes

no

**Attach staff consent form here:**

**Are you submitting a school informational letter or flyer that would go home to families or staff?**

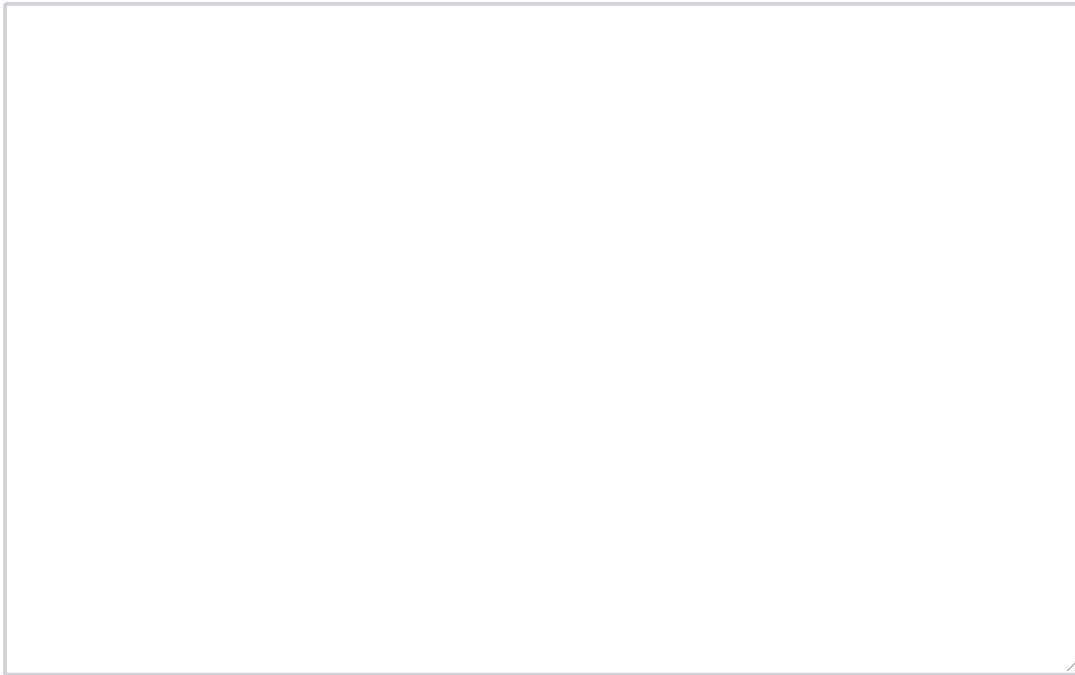
*Please note that requirements for reading level to families still apply.*

yes

no

**Attach school informational letter/flyer here:**

**Once consent is obtained, what is the procedure for participants to participate in the project?**



**Will the survey take more than 10 minutes to complete?**

yes

no

**Please share the rationale for asking participants to complete a survey that takes longer than 10 minutes.**



**Will participants be compensated or provided incentives in order to participate in your project?**

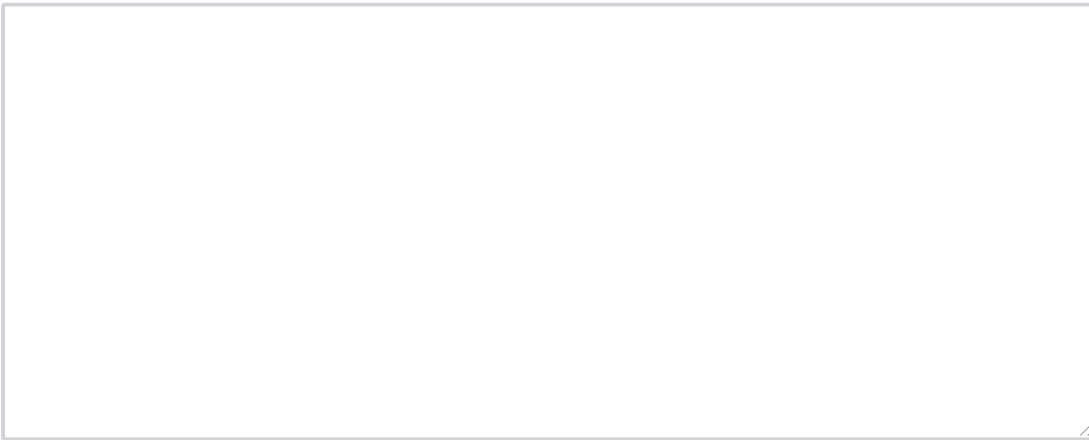
yes

no


**Per the research and survey application manual, researchers are prohibited from offering or providing compensation, in any form, to students for participation in a study. Compensation, in this context, includes gift cards and money. To compensate students with a free item or other**

**tangible item, approval must be granted by the Department of Research, Assessment, and Data. MPS staff may be compensated for participation if said compensation complies with the District's policies; including, but not limited to: the compensation must take the form of incentives for actual participation as opposed to a gift or gratuity, (Admin. Policy 6.04(2)(a)); work performed must be provided on the employee's own time without the use of District resources, (6.04(3)(a)); and the participation cannot be inconsistent with the employee's duties to the District, (6.05(1)).**

**Please indicate below how participants will be compensated, including the method (gift card, monetary compensation, and/or tangible item) and the amount.**



**How will results be used and disseminated?**



**Please acknowledge that a copy of the final report must be provided to RAD within 3 months of the completion of the project. Failure to do so will place the project at-risk for continuation and may jeopardize future applications.**

I agree to provide a copy of the final report within 3 months of project completion.

**Please acknowledge that if results are presented or published, a copy of the presentation or publication must be submitted to RAD with a minimum 30 days' notice for review of the**

**presentation or publication.**

If I present or publish results, I agree to provide a copy with a minimum of 30 days' notice.

**Data Security Plan**

**Please indicate how you plan to protect and secure MPS data, including computer security, physical handling and storage of data, transportation of data (if applicable), and the plan to destroy or return data upon completion of the project.**

**Please provide the names of individuals on the project team or partnering agencies that will have access to data collected or requested for this project. These individuals will need to complete a Non-Disclosure Agreement Form, and completed forms will need to be attached to this application.**

**Upload additional Non-Disclosure Forms here:**

*Note that all forms should be combined in to one PDF and then attached.*

**Would you like to share your project logic model?**

yes

no

**Please upload your logic model.**

**Would you like to upload any other supporting documents?**

*Reports or written proposals will not be reviewed.*

yes

no

**Upload other documents here as one combined document:**

### Statement of Non-Disclosure of Release Information

**I understand that the release of confidential student data provided by the Milwaukee Public Schools is prohibited under the Family Education Rights and Privacy Act of 1974 and Wisconsin State Statutes, 118.125. I acknowledge that I fully understand that the intentional release by me of this information to any unauthorized person could subject me to penalties imposed by law. I agree to return and/or destroy the released data upon completion of the study for which it was requested.**

Name

Date

**Would you like to receive an email confirmation with a summary of the information you have submitted?**

yes, and please use the email address I included at the beginning of this application

yes, but I would like to have the confirmation sent to a different email address

no, I do not wish to receive an email confirmation

**Please fill-in your e-mail address below:**

**Please click on the next button below to submit your application.**

Questions about the Application for Approval can be directed to Marc Sanders at (414) 475-8570 or [sandermc@milwaukee.k12.wi.us](mailto:sandermc@milwaukee.k12.wi.us).

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APPENDIX C: Administrative Policy 2.15: Research and Survey Proposals

**ADMINISTRATIVE POLICIES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE POLICY 2.15  
RESEARCH AND SURVEY PROPOSALS**

**(1) OVERVIEW**

While the Milwaukee Public Schools encourages educational research and the collection of information for educational decision making, the need for research and the collection of information should always be balanced against the district’s mission and goals.; therefore, all requests for conducting research within Milwaukee Public Schools shall be formally reviewed by a committee comprising staff from the Department of Research and Assessment, other Central Services departments, and at least one school-based individual, when applicable.

**(2) CRITERIA**

The criteria that shall be used in the evaluation of requests to conduct research are as follows:

- (a) Significance: Focuses on matters of concern and potential usefulness to the district; promises worthwhile contribution to the field of education.
- (b) Alignment: Is consistent with the district’s Strategic Plan and goals, as well as with local values and standards.
- (c) Design: Is based on adequate conceptual framework, research questions, and data collection, analysis, and inference procedures.
- (d) Protection of Human Rights: Has the approval of the Human Subjects Committee of the sponsoring university or other sponsoring organization; demonstrates procedures for informed consent to participate; maintains confidentiality of information pertaining to students, staff, and the district.
- (e) Logistics: Entails minimum disruption of district, school, and classroom operations. Requires minimum time of students and staff.
- (f) Reporting: Proposes clear and timely arrangements for the dissemination of results to district staff.
- (g) Costs: Any additional costs to the district related to the proposal (e.g., duplicating or programming) shall be borne by the research applicant.

**History:** Adopted 3-27-01

**Cross Ref.:** Admin. Policy      2.14      Assessment Ethics Policy  
   6.31      Professional Research Activities: Certificated Staff

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APPENDIX D: Administrative Policy 6.31: Professional Research Activities- Certificated Staff

**ADMINISTRATIVE POLICIES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE POLICY 6.31  
PROFESSIONAL RESEARCH ACTIVITIES — CERTIFICATED STAFF**

(1) Research to be conducted in the schools should be appropriate and should not interfere with the major function of the school. Using time of teachers and students in any research activity is an investment by the school system which should increase effectiveness of the educational effort.

(2) Requests involving research projects to be conducted in the Milwaukee Public Schools shall be reviewed for appropriateness by the division of educational research and program assessment. Following this review, the researchers must contact principals of selected schools to solicit participation in their investigations. School participation is always voluntary. The participation of staff members and students within participating schools is also voluntary.

**History:** Revised 3-29-95

**Previous Coding:** Admin. Policy GCQB, prior to May 1995; Admin. Policy 7.29, May 1995-August 1996

**Cross Ref.:** Admin. Policy 2.15 Research and Survey Proposals

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APPENDIX E: Application Review Form

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## ADMINISTRATIVE POLICY 2.15

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Significance: *focuses on matters of concern and potential usefulness to the district; promises worthwhile contribution to the field of education.*

- Meets Criteria
  - Does Not Meet Criteria
  - Not Applicable
- 

Feedback:

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Alignment: *is consistent with the district's Strategic Plan and goals, as well as with local values and standards.*

- Meets Criteria
  - Does Not Meet Criteria
  - Not Applicable
- 

Feedback:

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Design: *is based on adequate conceptual framework, research questions, and data collection, analysis, and inference procedures.*

- Meets Criteria
  - Does Not Meet Criteria
  - Not Applicable
- 

Feedback:

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Protection of Human Subjects: *has the approval of the Human Subjects Committee (i.e. IRB) of the sponsoring College or University or other sponsoring organization; demonstrates procedures for informed consent to participate; maintains confidentiality of information pertaining to students, staff, and the district.*

- Meets Criteria
- Does Not Meet Criteria
- Not Applicable

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Feedback:

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Logistics: *entails minimum disruption of district, school, and classroom operations; requires minimum time of students and staff.*

- Meets Criteria
- Does Not Meet Criteria
- Not Applicable

---

Feedback:

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Reporting: *proposes clear and timely arrangements for the dissemination of results to district staff.*

- Meets Criteria
- Does Not Meet Criteria
- Not Applicable

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Feedback:

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Cost: any additional costs to the district related to the proposal (e.g., duplicating, data extracts, or programming) is the responsibility of the applicant.

- Meets Criteria
- Does Not Meet Criteria
- Not Applicable

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Feedback:

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**ADMINISTRATIVE POLICY 6.31**

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Interference: project does not interfere with the major function of the school and is an investment by the school system, which should increase effectiveness of educational services.

- Meets Criteria
- Does Not Meet Criteria
- Not Applicable

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Feedback:

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Voluntary: school participation is voluntary, including staff members and students.

- Meets Criteria
- Does Not Meet Criteria
- Not Applicable

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Feedback:

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As a result of your project's performance on the above criteria, your application has been given the following status:

- **APPROVED:** *Approved* projects are those that fully align with Board policies, including appropriate methodology, alignment with district goals and strategies, and has district-level administrator support.
- **NEEDS REVISIONS OR CLARIFICATIONS:** projects that require significant revisions in methods, procedures, or other important components, are given the designation of *Needs Revisions or Clarifications*. Research and Evaluation also agrees to work with applicants when revisions or clarifications are needed, in order for the applicant to receive approval.
- **DENIED:** If a project does not align with the district goals and strategies, does not have district-level administrator support, does not have approval from an Institutional Review Board prior to the date of review, is missing significant documents (e.g. consent forms), or has significant flaws in the proposed methods or procedure, the project will be *Denied*.