

Administrative Procedures	Page 1 of 5
FINAL: January 2020	Attachment: RR-A

RESEARCH STUDY REQUEST

INSTRUCTIONS:

ALL information must be completed, signed, and ALL support documentation must be attached. *Incomplete requests will automatically be rejected.* Submit copies of survey forms, observation checklists, or any other data collection instruments. If the research involves data that will be collected on or from individual students, a copy of the parent/guardian permission letter is required and must be included with the Research Study Request. **The permission must:**

1. Be in both English and Spanish versions
2. Specify the data to be collected or the student data records to be released
3. Specify the reason for the data collection or release
4. Identify the persons and institution to whom the information will be released
5. Describe any feedback to be provided to the parent/guardian or benefits to the participants
6. Have a signature line for parent/guardian to sign and date of approval

Research Project Title: _____			
_____		_____	
<i>Anticipated Research Start Date</i>		<i>Anticipated Research End Date</i>	
_____			_____
<i>Researcher First Name</i>		<i>Researcher Last Name</i>	<i>District Employee?</i>

<i>Street Address</i>		<i>City</i>	<i>State</i> <i>Zip Code</i>

<i>Telephone Number</i>		<i>Fax Number</i>	<i>Email Address</i>

1. Proposal Abstract:

2. Major hypotheses or questions to be tested:

3. Submit copies of forms, questionnaires, tests, or other instruments which you plan to use in collecting your data. If commonly organized, standardized instruments are to be used, a short description may replace actual copies of these materials. Insert description below

4. Describe the District population and the data to be collected, including the number of professionals, students, schools, etc. in the sample. Also LIST any specific schools or other specific populations needed as data sources:

5. Describe your plans for conducting the study including administration of instruments, other data collection activities, and the timetable you will follow:

6. Describe the statistical or other analysis techniques to be used in the treatment of your data:

7. In what forms and to whom will you report your findings?

8. Describe anticipated contribution to theory or field:

9. How will the study contribute to the Edgewood Independent School District?

10. Do any of the procedures or equipment to be used constitute a potential emotional or physical hazard to subjects? If yes, explain.

11. Ultimate purpose of research study (publication in journal, thesis, dissertation, etc.):

The requester shall:

- Submit **one (1) original** and **two (2) copies** of this form with ALL attachments.
- Shall attach a signed copy of the **Research Agreement** [Form RR-B] as a cover sheet to the two (2) copies of this form and attachments.
- Shall **MAIL ALL completed and signed documents (including) attachments to:**

**Deputy Superintendent's Office
Attention: Phillip Chavez
Edgewood Independent School District
5358 West Commerce Street
San Antonio, Texas 78237**

Researcher Signature

Date