

APPLICATION TO CONDUCT RESEARCH IN THE EVERETT SCHOOL DISTRICT

As the district's decision will be based on information provided in this application, it is the researcher's responsibility to provide all requested information on this form. If more space is needed to answer any items, please attach additional sheets. Supplementary materials may be attached, as appropriate.

All applications must be electronic.

Name of Researcher:	Date:				
Title:	Office Phone:				
Mailing Address:	Home Number:				
Email:					
Title of Study:					
Purpose of Study:					
Please describe the ways in which the Everett School District would directly benefit from your study.					
Is this study legally mandated?					
If so, by what agency or authority? (Be specific)					
Approximate dates of data collection: (dates) From: _____ To: _____					
Expected completion date of final report:					
Please list the school in which the study, if approved, will be conducted.					
Please indicate the number of participants and the approximate amount of time which would be required of each participant:					
	Students (by grade)	Teachers (by grade)	Principals	Parents	Other (specify)
Number of Participants					
Time per Participant					
Describe the specific procedure to be used to select participants.					

Describe specifically any demographic, assessment, program, or course data you will require for your study.
Describe the instruments, forms, questionnaires or tests to be used to collect data and explain how those instruments relate to the study.
Who will be responsible for administering tests or questionnaires?
<u>Study Design:</u> What question does your study seek to answer? How will the data be physically tabulated?
List the facilities at each school that you will need, e.g., tables, chairs, rooms.
Do you plan to send parent consent forms? Do you plan to send student consent forms? Do you plan to send staff consent forms?
If yes, please attach a copy. If the project is approved, the Everett School District will require a list of students whose parents have signed parent permission forms.
How will you report the results of the study and to whom? When?

To each application, attach the following:

- A copy of all questionnaires, forms, tests and communications which will be distributed to participants.
- Parent, student and/or staff permission form, if appropriate.
- A brief summary of your research proposal or dissertation.
- Prospectus, if applicable.
- IRB approval or documentation that the research is exempt.

Statement of Researcher:

In submitting this application, I assure the Everett School District that I will conduct the research in all respects according to the conditions under which this application may be approved, including the ***Procedures and Guidelines to Conduct Research Projects in the Everett School District***. In compliance with the [Family Education Rights and Privacy Act of 1974](#), I assure the Everett School District that identifiable data collected for this study will be kept confidential. Upon completion of this research, I will present to the assessment and research department for the Everett School District, one (1) copy and an abstract of my final report.

Principle Investigator	Date

Revised: August 2016
 Revised: May 2017