



SEATTLE  
PUBLIC  
SCHOOLS

## Application to Conduct Research in Seattle Public Schools

Seattle Public Schools recognizes a responsibility to support educational research activities, particularly activities that are aligned with the district's strategic goals and projects. The Research and Evaluation, Department (R&E) conducts and supports research that contributes to a greater understanding of highly effective teachers, instructional strategies, assessment, and resources and conditions that promote academic achievement for all students.

Please review the *Guidelines for Conducting Research in the Seattle Public Schools* before beginning the application.

An application is required for every request to conduct research in Seattle Public Schools, regardless of whether the researcher is conducting primary or secondary research. Following district approval, the researcher will obtain separate approval from the principal of each school where primary data collection will occur. Researchers must return all signed Principal Letter of Cooperation forms to R&E.

The Research Review Committee meets monthly. The complete approval process may take up to seven weeks to complete so please plan accordingly. Completed applications, including required attachments, can be emailed to [research@seattleschools.org](mailto:research@seattleschools.org).

APPLICANT INFORMATION	
Title of Research Study:	
Name of Researcher/ Principal Investigator (Last, First and Middle Initial)	
Position (Title)	
Institution	
Name of Primary Contact if different from above (Last, First and Middle Initial)	
Mailing Address (Include apartment number, if any)	
E-mail Address	
Telephone Number	
Please indicate your highest educational level attained: <input type="checkbox"/> B.A./B.S <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate <input type="checkbox"/> Other <input type="checkbox"/> None	
Is this research part of your Master's thesis or Doctoral dissertation? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Are you a current Seattle Public Schools' Employee? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, what is your position?	
Do you work for an organization that has a formal Memorandum of Understanding or contract with Seattle Public Schools? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, please attach a copy of the agreement.	

## STUDY INFORMATION

Title of Study

Timeline/Duration of Study

Does the study proposal involve any of the following:

- Primary data collection at student level  
 Primary data collection at teacher/staff/administrator level  
 Secondary data analysis

Study Objectives:

Describe the goals of the research, provide brief theoretical framework, and list your key research questions.

Research Methodology:

Describe the research method you will use (e.g., quasi-experimental, descriptive analysis, comparative case study, etc.). Include information on your sampling methodology, instruments, and data collection process. Justify your selection of this method and design for your research as it relates to the research questions.

How will the data be stored?

Benefits of Research to Seattle Public Schools:

Please include specific reference of the alignment of the research to SPS Strategic Plan

Potential Risks of Research to Seattle Public Schools:

What is your dissemination strategy for your research?

Date final report will be provided to Seattle Public Schools :

## PRIMARY DATA COLLECTION

This research activity has:

- Received final approval from the Human Subjects Review Board/Committee  
Approval Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_
- Received conditional approval from the Human Subjects Review Board/Committee  
Please explain terms of the conditional approval:
- Not yet received a ruling from the Human Subjects Review Board Committee  
Submission date of Human Subject Review Board/Committee application:
- N/A – This study does not involve human subjects

Are specific schools being requested?  YES  NO

If yes, please list the name of the schools or a grouping of schools (example: all high schools):

Has cooperation, participation, or approval been sought or obtained from administrators or staff at these schools?  YES  NO

If yes, please list names of administrators or staff (Please be aware that school administrators or staff will be contacted)

## PRIMARY DATA COLLECTION

What primary data collection methods will your study employ?

Check all that apply:

- Survey
- Interview/Focus Group
- Observation
- Assessment
- Other (Specify):

How many subjects will be involved in the study:

Students:          Parents:          Teachers:          Other Staff:          Administrators:

How will the subjects be selected?

How will the subjects be recruited?

What is the time commitment for the subjects?

Please describe any proposed remuneration or other rewards to the subject

How will you ensure that the participation of the subject is voluntary?

Describe the active informed consent procedures that will be followed:

Can subjects be directly identified by any of the following? \*\*NOTE: Visual recording of students will not be approved

- Name on a form
- Photo
- Audiotape
- Detailed Biographical Information
- Coded Research Forms
- Other (Specify)

Will subjects be asked to disclose information related to any of the following?

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom the student has close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers
- Religious practices, affiliations, or beliefs of the student or student's parent
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
- Other (specify):

## SECONDARY DATA REQUESTS

What variables are being requested?

Please note: Any custom request (e.g., additional data elements, specific student population, etc.) will require an extra few weeks of processing time. All data is student-level and student confidentiality is protected via proxy identifiers. Seattle Public Schools will not provide Free & Reduced Lunch (FRL) status information – the District may only disclose students' FRL eligibility information to individuals that are specifically authorized access under the National School Lunch Act for nutritional program purposes.

- Student Demographic Information
- Enrollment History
- Daily Attendance History
- Period Absence History
- Discipline Action History
- Grade Mark History (Note: Not available for elementary grades)
- MAP Assessment Scores
- State Assessment Scores

Other data requested (not listed above):

For what years are you requesting data?

- 2019-20
- 2018-19
- 2017-18
- 2016-17
- 2015-16
- Other: \_\_\_\_\_

## ATTACHMENTS

The following information must be submitted in order for your application to be considered complete:

- Copy of the Human Subject Review Board/Committee's authorization of research activity
- Copy of all active consent and assent forms to be used in the research activity (see the Research Guidelines for requirements)
- Copy of all instruments (includes all surveys, protocols, etc.) to be used in the research activity

## RESEARCHER STATEMENT

The proposed research activities to be conducted inside Seattle Public Schools (SPS) are in compliance with existing legal and ethical codes, including HIPAA, FERPA, and the PPRA. The research will not differ significantly from the activities described within this application. All participation will be voluntary, and it is understood that approval of the proposal, if granted, will not obligate any person, school, or office in SPS to participate. Unless otherwise specified, approval of the application, if granted, does not indicate sponsorship by Seattle Public Schools. All student or staff data provided by the district will not be shared with other researchers or organizations. Any amendments to the original application must be submitted to and approved by the external research review committee. All researchers agree to provide the Research, Evaluation and Assessment department one copy and an abstract of the research findings through a final report.

I understand and agree with the above statement, and will follow the guidelines it sets forth. I have read and accept the *Guidelines for Conducting Research in the Seattle Public School District*.

Date:

Signature of Researcher/Principal Investigator

I have reviewed and approve this external research application and all related attachments and materials.

Date:

Signature of Supervisor or Study Advisor

Completed applications, including required attachments, can be emailed to [research@seattleschools.org](mailto:research@seattleschools.org).