

Application to Conduct Research Studies in Mukilteo School District

Individuals and organizations that want to conduct studies or research in the Mukilteo School District must first provide all the information requested on this application. The district believes in the value of research as long as it is well planned and serves useful purposes. The district will make decisions about the proposed research based on information in this application. If more space is needed to answer any item, attach additional sheets and supplementary materials as appropriate. If an item on the application is not applicable, enter NA (do not leave it blank).

All studies, research, and surveys conducted in the Mukilteo School District must have written approval of the Director of Assessment and Student Success in the Department of Teaching and Learning. The approval is determined based on input received from the district's Research and Assessment Committee which meets quarterly. Applications can be submitted at any time, and the Committee will discuss the merits of the study at its next meeting. If a study is to fulfill any post-secondary degree or certificate requirement, a letter supporting the research must be submitted by an academic advisor to the researcher. The District reserves the right to deny approval of any research request it receives. **Return the completed application to Dr. JoAnne Fabian, Director of Assessment and Student Success, Mukilteo School District, 9401 Sharon Dr, Everett, WA 98204.** An electronic version of this application and any related attachments is encouraged (email to fabianjx@mukilteo.wednet.edu).

Name of Researcher:

Date:

Position Title:

Phone:

Address:

Email:

Institution/Agency:

Office Address:

Phone:

Title of Study:

- 1. What is the purpose of study?**
- 2. What is the issue or problem the study will address?**
- 3. What specific question(s) does the study seek to answer?**
- 4. What schools and grade levels will be involved in the study?**
- 5. What school records are required to be reviewed for this study?**
- 6. What staff will be required to participate, what is the estimated time required by staff to participate in this study, and what will staff need to do?**
 - District staff:
 - School administrators:
 - School or District staff members:
- 7. Is this study legally mandated? If YES, by what agency or authority?**

8. Date requesting study to begin: _____ Date study will conclude: _____
9. Approximate date(s) of data collection: _____
10. Expected completion date of final report: _____
11. Describe the ways in which the Mukilteo School District will benefit from the study.
12. Describe the estimated number of students that will participate and the estimated amount of time that would be required of each participant.
13. Describe how many parents or others will be involved in the study and the estimated amount of time that will be required of each.
14. Describe the specific procedure that will be used to select participants.
15. Describe the instruments, forms, surveys, tests and meetings that will be used to collect data and explain how those instruments relate to the study.
16. Describe who will be responsible for administering tests or questionnaires.
17. Indicate the amount of time required to administer each test, survey, etc.
18. List the facilities needed at each school (tables, chairs, rooms, etc.) to conduct the study.
19. Are parent permission forms required?
20. Describe how data will be collected, tabulated, and analyzed.
21. Describe any costs, direct or indirect, associated with the study that the district will incur.
22. How will you communicate with teachers, principals and district personnel before, during and after the study?
23. How will you report the results of the study, and to whom?
24. Will results be published? _____ If YES, describe by whom, when and how.
25. Will data from the district be needed to conduct any part of this study? _____ If YES, complete the district's Data Sharing Agreement and Data Request Form.
26. Attach a copy of the following items to this application when applicable.
- A copy of all questionnaires, forms, tests, and communications which will be distributed to participants.
 - A parent permission form, if appropriate.
 - An abstract summary of your research proposal or dissertation prospectus, if applicable, or a complete description of this research project or study.
 - A copy of a university's approval for the research on human subjects, if it is required by the university.
 - If you are affiliated with an organization, provide a copy of the company/agency policy regarding research/data collection on human subjects.
27. If your application is approved, you must:
[Type here]

- Alert the district if results will be disseminated in any public forum. Include names/media sources and conferences that will receive information about the study.
- Ensure reported results do not reveal information that could be considered confidential.
- Submit copies of the results and/or outline of the presentation prior to dissemination.
- Submit copies of reports and findings from the study/research.
- Recognize the value of individual’s time and commit to minimizing the impact on district staff/operations.

If the study is conducted to fulfill the requirements for an advanced degree, the researcher must provide the Assessment Director with a copy of the thesis or dissertation.

Statement of Researcher:

In submitting this application, I assure the Mukilteo School District that I will conduct the research in all respects according to the conditions under which this application may be approved, including the Guidelines for Research Projects in the Mukilteo School District. In compliance with the Family Education Rights and Privacy Act of 1974, I assure the Mukilteo School District that identifiable data collected for this study will be kept confidential. Upon completion of this research, I will provide the district’s Department of Teaching and Learning an electronic copy, one hard copy, and an abstract of the final report.

Principal Researcher

Date

Director of Assessment and Student Success
Mukilteo School District

Date

[Type here]