



## LOCAL SCHOOL RESEARCH REQUEST FORM

Name of School: \_\_\_\_\_

Name of Researcher: \_\_\_\_\_

Position or Grade: \_\_\_\_\_

### A. Research Project

a. Title: \_\_\_\_\_

b. Statement of Problem and research question: \_\_\_\_\_

c. Subjects or population for the study: \_\_\_\_\_

#### d. Reason for doing this research:

<input type="checkbox"/>	Graduate Study at _____ University/College
<input type="checkbox"/>	Publication/Presentation
<input type="checkbox"/>	Other (please specify) _____

e. Dates research will be conducted: \_\_\_\_\_ to \_\_\_\_\_

**B. All research and researchers must** a) Protect the rights and welfare of all human subjects, b) Inform students and/ or parents that they have the right not to participate in the study, c) Adhere to board policies and applicable laws which govern the privacy and confidentiality of students records. Researchers requesting to conduct research across our school district must complete a GCPS Research Proposal to be reviewed by the Gwinnett IRB. Please visit our [GCPS Research, Evaluation, and Analytics website](#) for details and instructions.

**C.** This form must be completed by school employees requesting to conduct research only at the school where they work. Co-researchers participating in this request must also be employed at the same school as the researcher. **Principals ONLY need to approve/sign Local School Research Requests from their school employees.**

**D.** This form may also be completed by principals requesting to conduct research only at the school where they work. The assistant superintendent assigned to the principal must approve/sign the request form.

**E.** A copy of all Local School Research Requests must be forwarded to the Office of Research, Evaluation, and Analytics - ISC for our files. Please send via the information below.

<b>Via Email:</b>
Dr. Shanna Ricketts, <a href="mailto:Shanna.Ricketts@gcpsk12.org">Shanna.Ricketts@gcpsk12.org</a> & Ms. Irma McClarity, <a href="mailto:Irma.McClarity@gcpsk12.org">Irma.McClarity@gcpsk12.org</a>

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date of Approval**

\_\_\_\_\_  
**Assistant Supt. Signature (only if principal is the researcher)**

\_\_\_\_\_  
**Date of Approval**