

	<p>RESEARCH ACTIVITY AND TEST ADMINISTRATION</p>	<p>E14.04 ADOPTED AUG. 2007 Page 1 of 2</p>
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BOARD ADOPTED
PROCEDURE

Third party agencies or organizations that conduct research or administer tests to Seattle Public School students during the school day or on school property must comply with all federal and state laws as well as all Seattle Public School policies, procedures, and guidelines.

Permission to conduct research activities must be granted by central administration. Permission to administer tests at a particular school must be granted in advance by the school principal or his or her designee. Research proposals or tests that show a direct academic or career benefit to the District or to students and have little inconvenience or cost to Seattle Public Schools have a greater chance of approval. All principals and program managers may refuse to allow testing or research projects to be conducted in their schools unless required by law or the Superintendent.

When applicable, research projects must comply with the Protection of Pupil Rights Amendment (PPRA).

When voluntary admission, aptitude, or career-enhancing tests are administered to students, schools that offer the test must inform students or parents or both that the test is voluntary.

When outside tests are administered at school, the complete name of the test and testing organization should be given to students and families. For example, students or their parents/guardians or both should be informed that the AP Exam is the Advanced Placement Program® (AP®) Exam, administered by the College Board; and that the ASVAB is the Armed Services Vocational Aptitude Battery, administered by the Department of Defense.

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Schools may not release individual research or testing data it receives back from an outside agency or organization, unless such a release is permitted under the Families Educational Right to Privacy Act.

School administrators or school staff that permit testing by third-party agencies or organizations should review test procedures and inform students or parents/guardians or both as to who has access to the results. To increase student privacy, if applicable, schools should select options that limit disclosure of testing or research data to others.

References: Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98)

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

Cross References: E01.00 – Research
E01.01 – Research Procedure