



16. To avoid undue inconvenience to building personnel and students, no research activities will be allowed in the schools:
 - during the three weeks after the opening of school or during the three weeks prior to the closing of school,
 - one week before and one week after the winter and spring vacation periods,
 - during the first week of the second semester,
 - where there are already a number of research projects under way,
 - where a number of research projects have already been conducted.
17. If your project results in the District expenditure of resources of the Seattle School District (e.g. provision of data, preparation of mailing lists/labels, etc.), you will be required to reimburse the District for costs incurred. If your proposal is approved, an estimate of these costs (if any) will be provided as part of your official notification.

No application will be accepted after the beginning of the fourth quarter to conduct research during the current school year.

For further information on conducting research projects, please call Brad Bernatek at (206) 252-0844 or Btbernatk@seattleschools.org.

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Guidelines for External Research Projects inside Seattle Public Schools

1. Individuals wishing to conduct any research activity in the Seattle Public Schools must submit to the Education Technology/Research, Evaluation & Assessment Office one typed copy of the following:
 - Application form with all items completed.
 - All questionnaires, forms, tests, and other instruments and communications that would be part of the proposed study.
 - Supplementary materials, as appropriate.

Research activities under these guidelines include opinion polls, response questionnaires, personal interviews, or any approaches to students, staff, or parents where access to names or addresses must be obtained from Seattle Schools.

Application forms are available in the Education Technology/Research, Evaluation & Assessment Office, Seattle Public Schools, 2445 Third Avenue So, Mail Stop 32-159, PO Box 34165, Seattle, WA 98124-1165. Telephone (206) 252-0316.

2. All research applications must be signed by the principal investigator and the person ultimately responsible for the study (e.g. supervisor, agency head, professor).
3. The Education Technology/Research, Evaluation & Assessment Office will review the application and submit the proposed study for review by at least three District persons that will be affected by the proposed study. The application and recommendations will then be submitted for a decision. This process will take approximately four weeks to complete.
4. Research proposals that show promise of direct benefit and little inconvenience to the District have a greater chance of being approved.
5. When a decision has been reached, notification will be sent to the researcher. Three decisions are possible.
 - Approval. If the study is approved, the Education Technology/Research, Evaluation & Assessment Office will notify principals or program managers in those schools or programs where the study is proposed.
 - Approval with modification. If the study is approved with modification, the researcher must provide a written response indicating compliance with the modifications before final approval is granted.
 - Denial.
6. The researcher will contact the appropriate principals or program managers to complete arrangements for conducting the study. All principals and program managers may refuse to allow research to be conducted in their school or program except for those studies mandated by the School Board or Superintendent.
7. The researcher will supply the Education Technology/Research, Evaluation & Assessment Office with one copy of the final report, and an executive summary or abstract.
8. The following instances will be exempt from the above procedures:
 - Principals or program managers wishing to conduct surveys in their own schools for internal use only.
 - Principals, program managers or school/ parent organizations wishing to conduct parent or community surveys within their own programs. A copy of such surveys should be sent to the Education Technology/Research, Evaluation & Assessment Office and the appropriate administrative supervisor for informational purposes before the surveys are distributed in the community.
 - Management Information surveys or studies by District staff within their own line authority (e.g. Elementary/Secondary Administrative Supervisors to principals.)
9. No test, questionnaire, or survey containing any questions about a student's personal beliefs or practices concerning sex, family life, morality, or religion, or any questions about his/her parent's or guardian's beliefs or practices in the same shall be administered to any student in the public schools of Seattle unless the parent or guardian gives written permission for the student to complete such test, questionnaire, or survey. (See also, WAC 180-52-030.) A list of participating students and a file of signed parent permission forms must be received by the Education Technology/Research, Evaluation & Assessment Office before the study may begin.
10. Parent Information sheets and permission forms shall be written in the language of the person to whom they are addressed.
11. In compliance with the Family Educational Rights and Privacy Act of 1974, adequate safeguards must be taken to ensure that no personal rights of students will be violated in any way as a result of research or the publication of its findings. Access to personal information regarding students shall only occur with consent of students' families; access to directory information shall only occur consistent with federally-mandated and District procedures. Similar precautions will protect the rights of District staff.
12. All representations made to participants respecting anonymity, confidentiality, purpose, and procedures must be honored by the researcher.
13. Data collected may be used only for the purposes of the study approved.
14. If the applicant is affiliated with an institution where specific approval for research with human subjects must be obtained, a copy of such approval must be received by the Education Technology/Research, Evaluation & Assessment Office before the final School District approval will be granted.
15. Because of length of time involved in processing research applications, re-searchers who are Ph.D. candidates may submit applications prior to the approval of their prospectus with the understanding that final District approval may be withheld pending committee approval.