



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 the practices, conditions, and experiences that inform education systems how to improve outcomes for students and their families, particularly students furthest from educational justice.

Please review the [Guidelines for Conducting Research in 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. For, larger-scale, human-subjects longitudinal studies we strongly encourage partnership and co-development with associated SPS departments to calibrate goals with current district initiatives. Following district approval, the researcher will need to obtain separate approval from the principal of each school where primary data collection will occur, and then 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.

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):

Email Address: _____ **Phone Number:** _____

Please indicate your highest educational level attained:

- B.A./B.S.
- Master's
- Doctorate
- Other: _____
- None of the above

Is this research part of your Master's thesis or Doctoral dissertation?

- Yes
- No

Are you a current Seattle Public Schools' Employee?

- Yes
- No

If yes, what is your position? _____

Do you work for an organization that has a formal Memorandum of Understanding or contract with Seattle Public Schools?

- Yes
- No

If yes, please attach a copy of the agreement.

Study Information

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: In 2-3 paragraphs, please describe the goals of the research, provide a brief review of your theoretical framework and/or informing literature, and list your key research questions.

Research Methodology: In 2-3 paragraphs, please describe the research method you will use (e.g., comparative case study, quasi-experimental design, descriptive or correlational analysis, etc.). Include information on your sampling methodology, instruments, data collection process, and data analysis plan. Justify your selection of this method and design for your research as it relates to the research questions.

Benefits of Research to Seattle Public Schools: Please include specific reference of the alignment of the research to the [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 [If Applicable]

In terms of Human Subjects Review, 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 has been deemed exempt from human subjects research or 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):

What primary data collection methods will your study employ? Check all that apply:

Survey

Interview/Focus Group

Observation

Assessment

Other (Specify): _____

How many participants will be involved in the study?

Students: _____

Parents: _____

Teachers: _____

Other Staff: _____

Administrators: _____

How will the participants be identified or sampled?

How will the participants be recruited?

What is the time commitment for the participants?

Please describe any proposed remuneration or other rewards to the participants:

How will you ensure that the participation in the study is voluntary?

Describe the active informed consent procedures that will be followed:

How will primary data be stored?

Can subjects be directly identified by any of the following? **NOTE: Visual recording of students will not be approved, though under certain conditions teacher instructional practice can be videotaped

- Name on a form
- Photo
- Audiotape
- Videotape
- 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 [If Applicable]

What variables are being requested?

Please note: [A detailed list of data elements included in below datasets](#). 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.

Available Datasets

- Student Demographic Information
- Enrollment History
- Attendance History
- Discipline Action History
- Grade Mark History
- District Assessment Scores
- State Assessment Scores

Please describe the quantitative analysis goals for your study. This can be done by describing the plan and goals of your analyses or listing the measures and factors you plan to use in your analyses.

For what years are you requesting data?

- 2022-23
- 2021-22
- 2020-21 **
- 2019-20 **
- 2018-19
- Other (specify): _____

** The COVID-19 pandemic impacted the availability of some data elements

If this is for an ongoing research study, for what future years are you requesting data to be updated?

- 2023-24
- 2024-25
- 2025-26
- 2026-27
- 2027-28
- Other (specify): _____

For future ongoing data, how frequently will you need the data refreshed?

- Annual
- Semester
- Other (please describe): _____

Please describe any other data-specific requests or considerations:

How will secondary data be stored?

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.

Researcher/Principal Investigator

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](#).

Signature of Researcher/Principal Investigator:

_____ Date: _____

Supervisor or Study Advisor

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

Signature of Supervisor or Study Advisor:

_____ Date: _____

Required 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 (if applicable)
- 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 to be used in the research activity (including all surveys, protocols, etc.)

Completed applications, including required attachments, can be emailed to research@seattleschools.org.