REQUESTS TO CONDUCT RESEARCH PROJECTS – PROCEDURES

A. When a request is made to conduct a research study, the applicant should contact the superintendent’s office to obtain the research study request form [0411.10-E(1)]. When the completed form is received, the superintendent will make copies and distribute these to the appropriate divisional contact persons.

1. If the study involves special education students, then copies of the research study request form should be submitted to the director for special education for review and comments.

2. If the study involves career services and technical education students, then copies of the form should be submitted to the director of career services and technical education for review and comments.

B. Divisional contact persons will be responsible for insuring that appropriate building or administrative personnel review research study requests.

1. All requests for research will be examined to insure that appropriate confidentiality procedures will be followed. (FERPA, IDEA, NCLB)

2. If actual student participation is requested, every effort will be made to insure that the purpose of the study is beneficial to overall educational programming at the Ingham Intermediate School District or with schools within the Ingham County Educational Systems and in no way presents a potentially harmful condition for any student. Parent notification procedures will be required.

C. When those reviewing the proposal do not come to a consensus as to a recommendation to approve or deny the request, the superintendent and his/her designee will make the final decision.

D. The review comments will be compiled and a letter denoting approval or denial will be sent to the applicants by the superintendent or his/her designee.

ADMINISTRATIVE REGULATION

Approved: March 15, 1983
Revised: April 20, 2004