



PVUSD PAJARO VALLEY
UNIFIED SCHOOL DISTRICT
Research, Accountability and Assessment Office

Application to Conduct Research in the Pajaro Valley Unified School District (PVUSD)

Title of Research Study: _____

Primary Researcher: _____

Research Organization: _____

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Request for Approval of Employees to Conduct Research in Single or Multiple Schools (For Advanced Degree Purposes)

FORM 2-AD

Applicant's Name		e-Mail Address	
Mailing Address		Day Telephone No.	
City			
		Title of Proposed Study	
Employer		University	Degree Sought
Work Location			
Position/Job Title		Title of Proposed Study	
District Sponsor		Position of Sponsor	
Brief Description of the Study [include school(s) to be studied]			
Schools to be Studied:			
<p>With this completed form, submit the following to Research, Accountability and Assessment Office, 294 Green Valley Road, Watsonville, CA 95076:</p> <ol style="list-style-type: none"> 1. Letter endorsing the proposed study from 1) the principal of single school indicating preliminary/tentative approval of study; OR, 2) the school district division/department head most closely associated with the topical area of this research. (See Guidelines which accompanied application materials from the district.) 2. Thesis or Dissertation Chairperson's Affidavit (fully completed). 3. Family Education Rights and Privacy Act compliance form (with applicant's signature). 4. The research proposal – two (2) copies, including any parental, student, or other consent forms to be used and of all research protocols to be used. Protocols include any survey, interview, testing, assessment, or other research instruments used in the study. 5. Curriculum vita – two (2) copies. 			
For District Employees Only			
<p>If the proposed study is to be conducted at the Pajaro Valley Unified School District site or office where you work, discuss the project with your supervisor and have him/her sign this form. This only indicates that he/she has been made aware of the proposal. It does not denote approval or disapproval.</p>			
_____ Supervisor's Signature		_____ Applicant's Signature	
_____ Date		_____ Date	

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ELEMENTS OF A RESEARCH PROPOSAL

Complete information concerning the proposed research activity *must* be provided so that district personnel can make informed judgments about the project. Elements outlined below are typically included in a *narrative* presentation of the proposal. Please respond using the same numbering system and headings; any particular research proposal might not include all items. However, the proposal must be presented coherently and contain whatever elements are essential to describe a scholarly investigation of an educational matter. District reviewers will consider the written presentation of the proposal as a sample of the quality to be expected in the final report of the study.

1. Title of the study.
2. Statement of the educational problem and its theoretical base.
3. Review of related literature or analysis of previous research important to proposed study.
4. Significance of the problem and the study to the educational services provided Pajaro Valley Unified School District students or to other aspects of the district's operations.
5. Objectives of the study, hypotheses to be tested, or research questions to be investigated.
6. Assumptions and limitations.
7. Definition of important terms.
8. Procedures of the project:
 - a. Starting date, duration, and expected date of final report
 - b. Student population, number and characteristics (e.g., grades, gender)
 - c. School(s) and classes – or departments – in which data are to be collected
 - d. Method and criteria for study sample selection
 - e. Time required of students, teachers, and others for
 - treatment instructional procedures, if applicable, and/or
 - data collection
 - f. Designation and definition of variables, as appropriate
 - g. Data to be collected, data collection plan and schedules
 - h. Instruments to be used. Include a near-final copy of each, including an interview protocol if interviews are to be used.
 - i. Means by which principals and teachers are informed of the research project and their willingness to host/participate in the study is sought. If by letter, submit a draft.
 - j. Means by which parents will be informed of research project, or parental written permission if required, will be sought for students' participation in the study. If by letter, submit a draft which the *principal* or other *district representative* could use. The letter to parents *must* come from one of these officials, not the researcher.
 - k. General procedure (what will be done by the investigator, teacher, pupils, others).
9. Research design
10. Method of data analysis, statistical treatment to be given, decision criteria
11. Disposition to be made of research results.

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THESIS OR DISSERTATION CHAIRPERSON'S AFFIDAVIT

Name of graduate student: _____

The above-named graduate student has obtained the necessary clearance from this university/college to submit to Pajaro Valley Unified School District the master's or doctoral degree-seeking research proposal entitled:

I have reviewed this research proposal, in the form in which it is being submitted herewith, and judge it to meet the quality standards of this university/college, as well as the information requirements and research proposal quality expectations the school district has set forth in its research proposal application form.

Chairperson: _____

Title: _____

University: _____

Signature of Chairperson (blue ink)

Date

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ASSURANCE OF COMPLIANCE WITH THE REQUIREMENTS OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

(hereinafter called the "Applicant")

HEREBY AGREES TO COMPLY with the Family Educational Rights and Privacy Act of 1974, and all requirements imposed by or pursuant to regulation of the Department of Education and the Pajaro Valley Unified School District to the end that the rights and privacy of the students enrolled in the Pajaro Valley Unified School District and their parents/guardians are not violated or invaded.

THIS ASSURANCE is given in consideration of and for purposes of obtaining approval to conduct research. Such research may require access to individual student data. The provisions of the Family Educational Rights and Privacy Act of 1974 include, but are not limited to, ensuring that:

- No identification of students or their parents/guardians by persons other than representatives of the Applicant is permitted.
- The individual student data will be destroyed when no longer needed for the purpose for which they were obtained.
- No access to individual student data shall be granted by the Applicant to any other person, persons, agency or organization without the written consent of the pupil's parent/guardian, except for sharing with other persons within the district or representatives of the Applicant engaged in work specifically entailed by the research activities approved by the district.

The Applicant recognizes and agrees that such approval and access to individual student data will be extended in reliance on representations made in this assurance, and that the district shall have the right to enforcement of this assurance, or revocation of such approval and access immediately upon evidence of noncompliance by the Applicant. This assurance is binding on the Applicant and such persons as may be employed by the Applicant to assist in any phase of the research effort.

Date _____

Applicant's Signature (blue ink)

Applicant's Mailing Address: _____

