



Anchorage School District

[ASD District Policy-826](#) states that surveys and research that take place within the Anchorage School District (ASD) require prior written approval of the Assessment and Evaluation (A&E) department. [Family Education Rights and Privacy Act \(FERPA\) \(20 U.S.C. § 1232g; 34 CFR Part 99\)](#) protects the confidentiality of student information. Teachers and administrators may do research as part of their evaluation under the ASD Alternative Evaluation Action Research Model without A&E approval when they have the specific prior approval of their supervisor. All other surveys must have the prior written approval of the ASD A&E Department.

RESEARCH AND SURVEY APPROVAL PROCEDURES:

Surveys and research that take place within the Anchorage School District (ASD) require prior approval. Teachers and administrators may do research as part of their evaluation under the ASD Alternative Evaluation Action Research Model [ASD District Policy-826](#) without Assessment and Evaluation approval when they have the specific prior approval of their supervisor. All research other than that conducted under the ASD Alternative Evaluation Action Research Model must have prior written approval from the ASD Assessment and Evaluation Department.

Staff and student time is valuable. While the ASD encourages educational research and the collection of information for educational decision making, the need for research and the collection of information is always balanced against the ASD mission. Surveys and research that do not support the mission of the school district and take time from instruction may not be approved.

A written proposal must be submitted to the Assessment and Evaluation Department for review prior to any approval. No survey or study can be approved without the submission of complete and final copies of surveys and data collection instruments.

Supervisors and Principals should not allow surveys or research to take place at the facility they supervise unless the individual or organization that wishes to conduct the survey or research can demonstrate prior written ASD approval. When prior parent approval is required for student participation, no student may be allowed to participate in a survey or research project without documentation of the parent permission.



PROCEDURES FOR PROPOSAL SUBMISSION AND REVIEW:

I. A written proposal must be submitted to the ASD Assessment and Evaluation Department for review prior to the approval of any survey or research project. Guidelines for this proposal are included in the following pages.

II. The proposal will be reviewed by the Assessment and Evaluation Department. Instruments and procedures must be consistent with all federal and state statutes and regulations that relate to student information release, data collection, and use of human subjects. Appropriate District departments, schools, and programs affected by the survey or study may be asked to review the proposal for merit, costs in staff and student time, and value to the ASD. The proposer will be contacted if there are questions or modifications needed. The Assessment and Evaluation Department will provide a written approval or denial of the survey or research request. Approval may be contingent upon the agreement of the proposer to certain limitations or modifications or to provide specified information to the ASD.

III. If the survey or research study is approved, the proposer may proceed with the study. A copy of the approval letter will be provided to administrators whose school or department are affected by the survey or research project. If the proposed survey or research study is denied, the proposer may contact the Assessment and Evaluation Department to determine what might be done to make the proposal acceptable.

IV. Written permission from parents or guardians will have to be demonstrated prior to any release of information, survey, or research activity that requires parent permission prior to student participation or the release of student information.

V. Building principals and unit administrators have authority over the activities that are allowed to take place in their school. A proposal approved at the District level may be denied by a principal who finds that the activities proposed are disruptive or have an adverse effect on the educational process at the school.

VII. When the survey or research study is completed, a copy of the final research report or summary of the survey results must be provided to the ASD Assessment and Evaluation Department. The ASD reserves the right to use the information in the research report or summary for planning, solicitation of grants, and staff development.

Proposals should be sent via fax (907) 742-4430 or mail:

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The following survey or research requests will not be approved:

1. Survey or research requests, submitted by outside researchers or organizations, that require parent consent

Parent consent is required if the survey asks students anything about the following:

- a. Political affiliations or beliefs of the student or the student's parents
- b. Mental or psychological problems of the student or the student's family
- c. Sex behavior or attitudes
- d. Illegal, antisocial, self-incriminating, or demeaning behavior
- e. Critical appraisals of other individuals with whom respondents have close family relationships
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- g. Religious practices, affiliations, or beliefs of the student or the student's parent
- h. Income

Even if outside researchers or organizations are collecting the parent consent, the District is responsible for ensuring that the parent consent regulation is followed. ASD does not have the staff to monitor this process for survey and research requests.

2. Survey or research requests that ask for student records, or personal identifiable information in these records

Family Education Rights and Privacy Act (FERPA) provides that the District may not release student records or personal identifiable information in these records without written consent from the parents. The District cannot approve requests from outside researchers or organizations that seek student personal identifiable information because the District would have to receive written permission from the parent to release the information and does not have the staff to do this. Student personal identifiable information may include:

- The student's name
- The name of the student's parent or other family members
- The address of the student or students' family
- A personal identifier, such as the student's social security number or student number
- A list of personal characteristics that would make the student's identity easily traceable



Application to Conduct Research

1. PERSONAL INFORMATION:

Name of person conducting research: _____

Mailing Address: _____

E-mail Address: _____

Contact Phone Number: _____

Research Project Title: _____

2. GOALS AND PURPOSE: Please describe the goals and purpose of the proposed research study (use additional pages if necessary).



3. DATA COLLECTION ACTIVITIES: Please list the types of data collection activities you are proposing. Include copies of any questionnaires, interviews, letters, permission slips, data recording sheets, or other instruments you plan to use.

4. TYPES OF DATA COLLECTION: For each instrument listed in the previous question, please complete the table below (use additional sheets if necessary).

Type of data collection instrument (written survey for example)	Person(s) receiving the instrument	Time frame for distributing the instrument (month, day)



5. PARTIES INVOLVED: Please complete the table below indicating who will be involved in your proposed data collection activities. Use a separate line of information for each school or grade level or type of person. Use additional sheets if necessary.

School (s) Involved	Grade Levels	Type of persons involved (students, teachers, principals, etc)	Number of persons involved	Amount of time per person

6. Do you plan to obtain parent permission to collect information on student (s) involved in the study? (If yes, please attach sample)

Yes No

7. Describe who the results will be distributed to and in what format.

8. Will you need to use school district facilities to complete your research study?

Yes No

If yes:

1. What facilities will you need?

2. When will you need to use these facilities?

3. Why do you need to use these facilities?



9. Will you require access to student records? Yes No

If yes please indicate what records you need to access, and why you need to access them.

10. HUMAN SUBJECTS REVIEW COMMITTEE: Please attach a copy of the Human Subject approval.

11. ANCHORAGE SCHOOL DISTRICT BENEFITS: Please describe how this study will benefit the school district.

If approval is received, I agree to conduct this research study in conformance with school district's administrative regulation on External Research in the Schools (AR 1250). I further agree to provide the school district with a copy of the final report and an executive summary.

Signature of person applying to conduct research

Date



In addition to the completion of this application, the following items must be included in the application packet:

1. If the research is conducted at a single site, please seek the letters of approval from the principals or program managers before submitting the request.

If the research is conducted at multiple sites, do not submit letters of approval with the request. If the Assessment and Evaluation Department approves the research request, it will forward the request to supervisors and/or principals for their approval.

2. Copies of informed consent forms for teachers, staff, or other adult interviews or questionnaires.
3. Parental permission slips, including informed consent language (e.g., voluntary participation, no penalty for not participating) for student interviews and surveys.
4. Human Subjects Review Committee review and approval.

