

## SCHOOL/DISTRICT AUTHORIZATION TO CONDUCT RESEARCH

**Note to investigator:** *Use this form to obtain authorization from schools/districts at which your research is conducted. If your school/district has a preferred template, please be sure that the required elements are included (required elements are in [brackets]).*

Date:

Dear Institutional Review Board:

The purpose of this letter is to inform you that I give <Name of Principal Investigator> permission to conduct the research titled <Title of Research Study> at <Name of School>. [We have agreed to the following study procedures <insert procedures that school has agreed to>].

[The procedures (choose one):

are normal educational practices.]

are not normal educational practices.]

[The procedures (choose one):

are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction.]

may adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction.]

[Choose one:

The project involves disclosure of educational records and consent will be obtained per with requirements of the Family Educational Rights and Privacy Act (FERPA.)

The project involves disclosure of educational records and consent will not be obtained. We have determined that the project meets criteria for exception per the Family Educational Rights and Privacy Act (FERPA) as follows: \_\_\_\_\_

The project does not involve disclosure of educational records.]

If the project is supported by the U.S. Department of Education, the school will ensure that the Protection of Pupil Rights Amendment (PPRA) requirements (see p. 3) are followed in the conduct of this research.

Sincerely,

<Name of Signatory>

<Title of Signatory>

## **Protection of Pupil Rights Amendment (PPRA) – Parent Rights**

The right of a parent of a student to inspect, upon the request of the parent, a survey created by a third party before the survey is administered or distributed by a school to a student.

Arrangements to protect student privacy that are provided by the agency in the event of the administration or distribution of a survey to a student containing one or more of the following items (including the right of a parent of a student to inspect, upon the request of the parent, any survey containing one or more of such items):

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 respondents have 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 the 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).

The right of a parent of a student to inspect, upon the request of the parent, any instructional material used as part of the educational curriculum for the student.

Any applicable procedures for granting a request by a parent for reasonable access to instructional material received.

The administration of physical examinations or screenings that the school or agency may administer to a student.

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

The right of a parent of a student to inspect, upon the request of the parent, any instrument used in the collection of personal information before the instrument is administered or distributed to a student.

Any applicable procedures for granting a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.