



Evanston/Skokie School District 65
Information Services Department

Forward to Excellence

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Research and Survey Approval Procedures

Evanston/Skokie School District 65 encourages research that provides a basis for improving school processes and student learning within the district as well as research that contributes to the field of education in the areas of theory and practice. While the district encourages educational research, the need for research and the collection of information is always balanced against the district's objectives.

Surveys and research that take place within the district require prior written approval of the Information Services Department. A written proposal meeting the specified guidelines must be submitted to Information Services for review. The timeline for approval varies with each proposal, but it is recommended that proposals be submitted at least one month prior to the beginning of the proposed timeline. Submitters may be asked to answer questions about the proposal or to make modifications prior to approval or denial of the request that may require the researcher to re-obtain their affiliated institution's IRB approval.

Surveys and research that do not support the objectives of the school district and take any time away from instruction will **not** be approved. No survey or research project that violates district policy or state and federal laws or regulations will be approved.

Department directors and principals will not allow surveys or research to take place within their facility unless the individual or organization that wishes to conduct the survey or research can demonstrate prior written approval from the Information Services Department. When prior parent/guardian consent is required for student participation, no student may be allowed to participate in a survey or research project without documentation of consent.

Procedure for Proposal Submission and Review

1. All proposals must include the following sections:
 - A. **Contact information** including name, mailing address, affiliation, current phone number, and email address for the proposer(s).
 - B. A statement of the **purpose** of the survey or the problem to be investigated.
 - C. An explanation as to how the survey or research is of **value** to the field of education in general and more specifically to District 65 schools.
 - D. Statement of the **methodology and procedures** to be used.
 - E. Copies of **instrumentation** to be used. This includes, but is not limited to, surveys, tests, consent forms, and data recording sheets.
 - F. Identification of the proposed **participants**.
 - G. Estimate of the **time** involved (e.g., length of interviews/observations, amount of time it will take to fill out a survey or complete a test) and a discussion of any potential disruption of school activities.

- H. A tentative **timeline** for the collection, analysis/interpretation, and presentation of the data. Data collection during the regular school year will typically not be approved to begin prior to the completion of the first 20 days of school, during district or state mandated assessments, or after the district's scheduled spring break.
 - I. Specification of any **special requests** for student record information or test scores including any special analyses, reports, or computer files.
 - J. If the research project is associated with an institution that requires a formal human subjects review, a copy of the **human subjects review committee approval** is required prior to final approval.
2. The proposal will be reviewed.
- A. The Information Services Department will review the methods, procedures, and instrumentation to ensure that the study meets the district's research guidelines. Instruments and procedures must be consistent with all federal and state statutes and regulations that relate to student information release, data collection, use of human subjects, survey question content, and survey procedures.
 - B. 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 school district.
 - C. Written approval or denial of the survey or research request will be provided. Approval may be contingent upon the agreement of the proposer to certain limitations or modifications.

Approved Research or Survey

If the survey or research study is approved, an agreement form will be sent to the proposer(s). As soon as the agreement form is signed and returned to the district, the proposer(s) may proceed with the study.

Contact must be maintained with the Information Services Department throughout the research process to ensure compliance with district guidelines. Written notice of changes made to research procedures, instruments used, or data management is required. Final copies of research protocol must be submitted within 30 days of data collection.

Administrators whose school or department will be affected by the survey or research project will be notified of the project's approval.

Appropriate written consent must be demonstrated prior to the collection of data.

Student data must remain confidential at all times. Outside reporting of the results will not identify any given student, nor will Evanston/Skokie School District 65 be mentioned by name.

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 Evanston/Skokie School District 65 Information Services Department. The school district reserves the right to use the information in the research report or summary for planning, solicitation of grants, and staff development.

Evanston/Skokie School District 65 reserves the right to require reimbursement for all costs of materials and human resource hours expended by the district in the accomplishment of the approved survey or research.