



Assessment, Research, Data Analysis & Educational Technology

Rialto Unified School District

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Rialto Unified School District Research Request Form

We are pleased at your interest in wanting to conduct high-quality research in the Rialto Unified School District (RUSD) for the purpose of improving student achievement. The Rialto Unified School District supports the No Child Left Behind philosophy and mandate of using research proven interventions with measurable goals and welcomes research studies which underscore our District Mission, Goals, and Objectives.

Please allow a window of at least 2-4 weeks to review, respond to, obtain approval of, and complete research requests. Please also note that this window is also contingent upon the number and order of requests received. Send an electronic copy of the Request to Conduct Research to me by email at PVILLALO@rialto.k12.ca.us and mail or fax a signed copy of the Statement of Agreement to:

Rialto Unified School District
Office of Assessment, Research, Data Analysis & Educational
Technology
324 N. Palm Ave. Rialto, CA 92376

Good luck with your research endeavor.

REQUEST TO CONDUCT RESEARCH

Please complete the following:

- A. Researcher Name and Title:
 - i. Mailing Address:
 - ii. Phone:
 - iii. Email:

- B. Representing Institution and Contact (e.g., Dissertation Chair, Department Chair, Dean, etc.)

- C. Statement of Purpose

- D. Project Title

- E. Research Questions and Hypotheses

- F. Project Rationale

- G. Data and Methodology (Qualitative or Quantitative)
 - i. Subjects/population
 - i. Who (e.g., particular school sites, specific demographics, grade levels)
 - ii. Quantity or number of participants
 - i. Sampling procedure (e.g., random, stratified)

- H. Instruments (e.g., tests, surveys, questionnaires, etc. – please submit electronic copies.)
 - ii. Indicate degree of impact on participants in terms of time requested and minimal interruption to the regular school program

- I. Benefits of Research Project to the District
 - i. How results will be shared
 - ii. Plans for publication

- J. Ethical and Legal Requirements
 - i. Provide Documentation of Review by Human Subjects Committee or Institutional Review Board (IRB) approval if research is not exempt from IRB Review
 - ii. Letter of exemption which is in compliance under Title 34 of the Code of Federal Regulations Part 97.101 (b) describing research activities which “involve normal educational practices” such as “research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods”, or “the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior” which do not place subjects at risk of liability or damage to the financial standing, employability, or reputation. More information can be found at <http://www.ed.gov/policy/fund/reg/humansub/part97-2.html#97.101>
 - iii. Sign and Date the Statement of Agreement

STATEMENT OF AGREEMENT

In conducting research in the Rialto Unified School district, the researcher agrees to adhere to the terms and conditions listed below:

- A. Research Activities will remain in compliance with the following Federal Regulations:
 - i. The Family Educational Rights and Privacy Act (FERPA: 34 CFR Part 99) which is designed to protect the privacy of a student's education records at all public elementary and secondary schools and virtually all public and private postsecondary institutions available at: <http://www.ed.gov/policy/gen/reg/ferpa/index.html> ;
 - ii. The Protection of Pupil Rights Amendment (PPRA: 34 CFR Part 98) which is designed to protect the rights of parents and students in programs that receive funding from the Department of Education available at: <http://www.ed.gov/policy/gen/guid/fpco/ppra/index.html> ; and
 - iii. The Ethical Principles of Psychologists and Code of Conduct from the American Psychological Association available at: <http://www.apa.org/ethics/code.html>
- B. All data collected from the Rialto Unified School District must be used for graduate level work at the aforementioned institution, sponsoring entity or agency which seeks to add to research in the field of education and to inform student academic achievement.
- C. Qualitative studies which involve anecdotal data from students require written permission from parents/legal guardians.
- D. Any modifications or amendments to the original proposal must be submitted in writing to the Rialto Unified School District Instructional Services Division Office of Research, Testing, and Accountability.
- E. The researcher(s) agrees to submit an abstract and executive summary of the findings to the Rialto Unified School District Instructional Services Division Office of Research, Testing, and Accountability.

By signing below, you are indicating that you agree to abide by the terms of this agreement.

Signature of Researcher/Principal Investigator Title	Date
Immediate Supervisor Signature Title	Date
Director of Research and Evaluation	Date
Assistant Superintendent of Instruction	Date