WHITFIELD COUNTY SCHOOLS

ASSESSMENT & ACCOUNTABILITY

**Application to Conduct Research**

Before completing this application you must read and abide by the Federal requirements for protecting student confidentiality as provided for in The Family Educational Rights and Privacy Act (FERPA) and The Protection of Pupil Rights Amendment (PPRA).

Your application will be reviewed after your file is complete. Notification will be sent to your via regular mail after a decision has been reached.

|  |  |
| --- | --- |
| Person Submitting Application Name  Click here to enter text. | Phone No.  Click here to enter text. |
| E-mail Address  Click here to enter text. | Current Employer  Click here to enter text. |
| Mailing Address  Click here to enter text. | |
| School  Click here to enter text. | College/University  Click here to enter text. |
| Grade Level(s)  Click here to enter text. | Teacher/Classroom  Click here to enter text. |
| Approximate # of subjects  Click here to enter text. | Principal’s Name  Click here to enter text. |

|  |  |
| --- | --- |
| Research Title  Click here to enter text. | |
| Faculty/Professor/Advisor Name  Click here to enter text. | Address  Click here to enter text. |
| E-mail Address  Click here to enter text. | Phone No.  Click here to enter text. |
| College/University  Click here to enter text. | Department  Click here to enter text. |

**Whitfield County Use Only**

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| Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposal Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date of Decision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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| --- |
| **Research Title**  Click here to enter text. |

Proposal Summary

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| --- |
| Click here to enter text. |

List any instruments you will use in your research (attach copies)

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| --- |
| Click here to enter text. |

List what specific school(s) or departments(s) would be involved?

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| Click here to enter text. |

What safeguards will be put into place to ensure the confidentiality of all participants? Be specific.

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| Click here to enter text. |

**Whitfield County Schools**

**Assessment & Accountability**

FERPA / PPRA Agreement

**FERPA**

“The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.” This statement and additional information about FERPA can be found at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The complete Federal Register for FERPA can be found at: <http://www.ed.gov/legislation/FedRegister/finrule/2008-4/120908a.pdf>

**PPRA**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). Although the PPRA language specifically mentions ED funding, Whitfield County Schools applies PPRA guidelines and criteria to all research conducted in the school district regardless of whether research funding comes from ED or another source (including volunteer research). PPRA is intended to protect the rights of parents and students in two ways, the second of which is particularly relevant to action researchers:

* “It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
* It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any . . . survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).”

This statement and additional information about PPRA can be found at: <http://www.ed.gov/policy/gen/guid/fpco/ppra/index.html>

The complete Federal Register for PPRA can be found at: <http://ed.gov/legislation/FedRegister/finrule/2004-2/042104a.pdf>

*I have read, understand and agree to abide by the Federal requirements for protecting student confidentiality as provided for in The Family Educational Rights and Privacy Act (FERPA) and The Protection of Pupil Rights Amendment (PPRA).*

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|  |  |  |  |  |
| Signature |  | Printed Name |  | Date |