

RESEARCH REQUEST PROCEDURE

RESEARCH REQUESTS

- A. Requests for Research MIS 1117 may be obtained from the Forms Section of the Documents/Policies link of the Okaloosa County School District website home page.
- B. Anyone desiring to conduct research in the Okaloosa County School District must complete the Request for Research Form (MIS 1117) and return four completed packets to the Program Director, Student Intervention Services. A more thorough narrative of the research proposal, 1-2 pages, should accompany the requested form.
- C. Include these items in the packet:
- Copies of any survey or questionnaire included in the research.
 - Copy of any test(s) included in the research, other than district/state assessment instruments.
 - Copy of parent permission form; any student participation will require a parent permission form.
- D. The college/university professor should sign both the request form (MIS 1117) and the narrative as an indication of his/her prior review and approval of the research proposal. No research proposal should be brought to the attention of the Research Request Committee until the college/university professor has deemed the proposal to be valid and appropriate.
- E. Requests for research are processed through the Research Request Committee. Membership on this committee includes the Program Director, Student Intervention Services, who serves as the Committee's facilitator, 2-3 district administrators and a representative of the Okaloosa County Education Association. Committee meetings occur as needed.
- F. If there are questions or concerns regarding the research proposal, the applicant will be notified and given the opportunity to provide additional information for consideration.
- G. The applicant will be notified by phone or e-mail of the decision of the committee as soon as possible after the committee meeting.
- H. Approval by the Research Request Committee only constitutes approval to **contact** the schools (staff) in which the researcher wishes to conduct his study. It does not obligate any school or staff member to participate.

- I. Only a district employee may use the Okaloosa County School District global e-mail system for contact with schools/staff. Use of the system must be coordinated through the OCSD Seat Manager.
- J. Communication to staff requesting participation (e.g., flyers or e-mail) must clearly state that participation is voluntary. Copies of initial communication requesting participation must be forwarded to the Program Director, Student Intervention Services.
- K. Any student assessment data used in the research must be completely anonymous and contain no student name(s).
- L. The researcher should notify the Program Director, Student Intervention Services of the schools/staff electing to participate in the research.
- M. A copy of the research findings should be sent to the Program Director, Student Intervention Services upon completion of the study. The responsibility for this rests with the researcher.
- N. Each researcher has the responsibility for minimizing the amount of inconvenience or disruption of normal school activities. Any violation or unacceptable conduct on the part of the researcher should be reported immediately to the Program Director, Student Intervention Services.