

SAMPLE LETTER

Dear Researcher:

In order to cooperate with individuals or agencies outside the District intending to do meaningful research within the District, the Research Priority Board must have an opportunity to evaluate the research request. Completing the attached form will facilitate this effort.

Subsequent to your completion and submission of the PER (Permission to Engage in Research) form to the Department of Research and Evaluation, the Research Priority Board will review your application to determine if permission to conduct research will be granted.

The Board will use the following criteria in evaluating the research request:

1. A minimum of student and teacher time should be involved in program implementation, surveys, testing, etc. Benefits will be weighed against time spent.
2. The research instrument and procedures must be of such a nature and wording so as not to be construed as "offensive" by participants and/or the community.
3. The results of the research must be of benefit to the students and district.
4. The proposal must be solid in terms of design, measurement, and analysis.

Immediately after the Research Priority Board's review, the individual or agency requesting permission to engage in research will be notified of the Board's decision.

Respectfully yours,

Executive Director for Student Achievement Support

Attachment