

LODI UNIFIED SCHOOL DISTRICT

Community Relations

Exhibit 1350

Educational Research Conducted in the District

Research Application and Agreement

A requirement for conducting research investigations in the Lodi Unified School District will be completion of the procedures listed below. The research agreement statement must be signed and on file with the Lodi Unified School District before permission will be granted to the applicant. Access to school district information, students, parents or staff is contingent upon review and approval of the research application. Applicants will be notified of the approval or denial of the research application by the Coordinator of Assessment, Research and Evaluation.

PROCEDURES

1. A two or three paragraph abstract of the proposed research must be prepared. The abstract should include the rationale for the study and an explanation of the research design and methodology. Copies of all instruments (e.g., questionnaires, surveys, letters, etc.) to be used in the study will also need to be submitted with the abstract.
2. If your research involves a thesis or dissertation as part of a degree program, your university advisor must also sign the Research Application before submitting it to the Lodi Unified School District Coordinator of Assessment, Research and Evaluation.
3. Upon completion of the study, a copy of the final report must be submitted to the Lodi Unified School District, Coordinator of Assessment, Research and Evaluation.
4. The researcher should submit the above documents along with the Research Application form to:

Coordinator of Assessment, Research and Evaluation
Lodi Unified School District
1305 East Vine Street
Lodi, CA 95240
5. No person (student, parent, or district employee) will be required to participate in a research study. Parent permission, in accordance with the Education Code, must be obtained before any questionnaire or procedure may be administered to a child. Any letters, documents, or questions sent to pupils, staff, or students must have prior

approval of the Coordinator of Assessment, Research and Evaluation and the school principal, if applicable.

6. The applicant may be asked to refrain from using the name of the school district or any schools in publishing the research.

I, _____, agree to comply with all Lodi Unified School District
(Print Name)
research procedures in conducting my study in the Lodi Unified School District.

Signature _____ Date _____

LODI UNIFIED SCHOOL DISTRICT RESEARCH APPLICATION AND AGREEMENT FORM

Please complete the following information regarding your proposed research study.

Name of Researcher: _____ Telephone Day: _____

Email Address: _____ Telephone Evening: _____

Address: _____

Date: _____

Relationship of researcher to the Lodi Unified School District, if any (i.e., teacher,
parent, specialist): _____

Title of research study: _____

Degree in progress, if any: _____

College or institution granting degree (if applicable): _____

Printed name and title of University Advisor (if applicable): _____

Signature of University Advisor (if applicable): _____

Number and grade level of subjects requested for the study:

Length of time required by each subject for the study:

1. Please attach a brief abstract of your proposed research study including a rationale and explanation of the research design and methodology. Please also attach copies of all instruments to be employed in the study.

2. Please attach copies of any surveys, questionnaires, letters, etc. which you will ask participants to fill out or to respond to verbally.

3. How will this research project benefit the Lodi Unified School District?

4. Please attach copies of the information you will provide to parents, students, and staff in order to describe your study and to obtain permission for participation.

5. What is the time frame for contacting study subjects and obtaining information from them?

6. What is your estimated completion date for filing a final report with the Lodi Unified School District? _____



**LODI UNIFIED SCHOOL DISTRICT
APPLICATION FOR RESEARCH PROJECT
CHECK LIST**

- _____ 1. Research application.
- _____ 2. All required documentation submitted along with research application to the LUSD Coordinator of Assessment, Research and Evaluation.
- _____ 3. Copy of final report submitted to Lodi Unified School District.

DISTRICT APPROVAL PROCESS

Completed research application received. _____

	<u>Date</u>	<u>Circle Approve or Deny</u>	<u>Initial</u>
Application reviewed by: Coordinator of Assessment, Research & Evaluation	_____	Approve <u>or</u> Deny	_____
Application reviewed by: Assistant Superintendent of Elementary or Secondary Education, as applicable	_____	Approve <u>or</u> Deny	_____
Application reviewed by: Site Principal(s), as applicable	_____	Approve <u>or</u> Deny	_____

Exhibit
revised: 05/19/09
revised: 12/06/16