

REQUEST FOR USE OF SCHOOL DISTRICT OF HARTFORD JT. #1 IN CONNECTION WITH RESEARCH OR SURVEY PROJECTS BY A GRADUATE STUDENT, UNDERGRADUATE STUDENT OR FACULTY MEMBER

(Attach abstract of study and any instruments to be administered.)

This form shall be used by a college or university faculty member of student wishing to make use of the School District of Hartford Jt. #1 staff, students, facilities, records, etc., in connection with course requirements or research. A Hartford J1 staff member must sponsor use of Hartford J1 schools by undergraduates.

Name of college/university: _____

Initiator(s) conducting research or survey: _____

Indicate: Undergraduate Student Graduate Student Staff Member

If undergraduate, indicate staff member as sponsor: _____

Contact email: _____ phone: _____

Name of person(s) conducting actual research/survey: _____

Location of research or survey project (where the project will be conducted): _____

Date the project will begin: _____ Date project will end: _____

Names of Hartford J1 staff involved, if any: _____

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In the abstract of study, specifically address the following:

1. Indicate that there shall be no change in the curriculum, scope and sequence in any grade or class as a result of the project.
2. Provide evidence that no control group shall be denied the use of the best teaching methods in use in the School District.
3. Provide evidence that the amount of class time devoted to the experimental procedures shall not interfere with the regular allotment of time for the program of studies.
4. Indicate what procedures will be used regarding obtaining signed releases from the parents of each student involved if taping or recording students (see Board of Education policy LC – Relations with Educational Researchers); interviewing students; gathering personal information; testing students or administering student/parent surveys. **These releases are required to be on file in the office of the school principal.**

(continued)

Initiator Signature: _____ Date _____

(typed or printed name)

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Approved:

for the Board of Education

Date