

RESEARCH REQUESTS

Requests to conduct research in the San Antonio Independent School District shall be judged by a representative committee of the District's professional staff and shall be given a final review and approval by the Superintendent.

The District Research Review Committee shall convene three formal meetings during the school year for the purpose of reviewing research requests: **June, September, and February**. Requests must be received by the first day of the month to be reviewed.

GENERAL GUIDELINES

These guidelines and procedures shall apply to all research requests, including requests to conduct research only within the home campus or organizational unit by an employee of the District. Each principal and department head shall ensure that all employees are aware of the requirements and that any employee who wishes to gather data for research shall do so only after receiving approval according to these procedures.

Research is generally considered to be a critical investigation or experimentation based upon a hypothesis and includes data collection from or about SAISD students or staff. Research may include strategies such as the use of a survey or questionnaire or the examination of student data. Therefore, the District must be aware of and abide by the legal restrictions regarding confidentiality in general and surveys specifically.

□ SUBMISSION OF REQUEST

1. All individuals, whether District employees or non-District personnel, who wish to conduct research in the District shall complete the following:

a. Research Study Request [FORM E22-A] - All information must be complete with required support

documentation (e.g., copies of survey forms, observation checklists, etc.). If data will be collected on or from individual students, parent/guardian permission will be required and a copy of a parental permission letter must be attached. Incomplete requests will be automatically rejected. The requester shall submit an original and two copies of these documents.

b. Research Agreement [FORM E22-B] - A signed Research Agreement is required in order for the

request to be considered. The requester shall sign one copy of the Research Agreement and submit it with all materials to acknowledge receipt of and compliance with the guidelines listed in the agreement.

2. If the requester is not a District employee, the requester shall also obtain the endorsement and signature of a professional person sponsoring the research (e.g., college professor, physician) on the Research Endorsement of Non-District Personnel [FORM E22-C]. The requester shall also sign the agreement.

3. The requester shall submit forms and all support materials to the following office:

Research and Evaluation
San Antonio Independent School District
1702 N. Alamo, San Antonio, TX 78215

Research Request Forms:

[FORM E22-A: Research Study Request](#)

[FORM E22-B: Research Agreement](#)

[FORM E22-C: Research Endorsement for Non-District Personnel](#) □

SURVEYS, QUESTIONNAIRES, EVALUATIONS OF STUDENTS

Various individuals or groups may request that students participate or fill in surveys, questionnaires, evaluations, or other such instruments. The term "survey" in this procedure includes, but is not limited to, any of the aforementioned instruments or other similar instrument used to elicit responses from students, whether it is a formal or informal questioning instrument. However, the term does not include academic examinations related to instruction.

The provisions of these administrative procedures shall not be construed to limit or abolish a District employee's authority to counsel, instruct, advise, or discipline a student in accordance with District policy.

Generally, any survey that requests information concerning any of the controversial/sensitive/personal topics listed below:

- a. Must be reviewed by the District Parent Survey Review Committee

- b. Must have approval of the campus principal

- c. Must also have prior written consent of the parent/guardian. Other surveys must have written approval by the principal.

CONTROVERSIAL/SENSITIVE/PERSONAL TOPICS

No student shall be required or asked to volunteer to submit to a survey, analysis, or evaluation that reveals information concerning the following topics without the prior written consent of the parent/guardian or the student (if the student is an adult or emancipated minor). Topics covered by this provision are the following:

1. Political affiliations;

2. Mental and psychological problems potentially embarrassing to the student or his or her family;

3. Sexual 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;

7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

8. Religious beliefs or affiliations;

9. Other matters that are of a personal family nature.

SURVEYS, QUESTIONNAIRES, EVALUATIONS OF STUDENTS FORMS:

[FORM E21-A: Survey Administration Request and Approval](#)

[FORM E21-B: Survey Notice and Permission Form](#) [\[E21-B/SP \(Spanish\)\]](#)

[SAISD Student Teacher Waiver Forms](#)

Please submit the SAISD Student Teacher Waiver Forms if your study requires you to visit campuses.

CREATE RESEARCH CONFERENCE

The center for Research, Evaluation and Advancement of Teacher Education (CREATE), invites you and your colleagues to attend and participate in the 2013 CREATE Research Conference on Teacher Education. CREATE is a consortium of 53 Texas universities focused on the improvement of the quality and effectiveness of teacher preparation programs in Texas

Research and Evaluation, SAISD - Institutional & Community-Based Research

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universities through multisystem research and development. The conference will take place on November 11-12, 2013 at the DoubleTree by Hilton Hotel Austin in Austin, Texas. Below is a link to a pamphlet for registration information.

[Create Pamphlet](#)