



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

RESEARCH STUDY REQUEST

Name:		Date:
Address:		
Phone:	Fax:	E-Mail:

1. Study Title:

2. Proposal Abstract:

3. Major hypotheses or questions to be tested:

4. Attach copies of forms, questionnaires, tests, or other instruments which you plan to use in collecting your data. If commonly recognized, standardized instruments are to be used, a short description may replace actual copies of these materials.

5. Describe the District population and the data to be collected, including the numbers professionals, students, schools, etc. in the sample. List also any specific schools or other specific populations needed as data sources.

6. Describe your plans for conducting the study including administration of instruments, other data collection activities, and the timetable you will follow:

7. Describe the statistical or other analysis techniques to be used in the treatment of your data:

8. In what forms and to whom will you report your findings?

9. Describe anticipated contribution to theory or field:

10. How will this study contribute to the San Antonio Independent School District?

11. Do any of the procedures or equipment to be used constitute a potential emotional or physical hazard to subjects? If yes, explain.

12. Ultimate purpose of research study (publication in journal, thesis, dissertation, etc.):

- ALL information must be complete with required support documentation. Incomplete requests will be automatically rejected.
- Attach copies of survey forms, observation checklists, or any other data collection instruments.
- Classroom observations require successful completion of a background check through the SAISD Human Resources department. Please submit form Student Teacher/Teacher Intern Waiver Of Liability and Release and Authorization for Release of Criminal History Records Information with your request if you are planning to conduct any type of classroom observations. For additional information regarding background checks, please contact Human Resources at 210-554-8520.
- If data will be collected on or from individual students, written permission from the parent/guardian will be required and a copy of a permission letter must be attached. The permission must:
 1. Be in both English and Spanish.
 2. Specify the data to be collected or the student data records to be released.
 3. Specify the reason for the data collection or release.
 4. Identify the persons and institution to whom the information will be released.
 5. Describe any feedback to be provided to the parent/guardian or benefits to the participants.
 6. Have a place for parent/guardian signature and date of approval.

Signature _____

Date _____

- The requestor shall submit an **original and two copies** of this form and all attached documents.
- The requestor shall attach the signed copy of the ***Research Agreement [Form E22-B]*** as a cover sheet to the two copies of this form and attachments.
- The requestor shall submit the copies to:

San Antonio Independent School District
Research and Evaluation
1700 Tampico
San Antonio, TX 78207

San Antonio Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

January 27, 2017

FORM E22-A