



East Baton Rouge Parish School System

Chief of Academic Programs

1050 South Foster Drive

Baton Rouge, Louisiana 70806

(225) 226-4800

Request to Conduct Research

All research conducted within the school district that is not specifically carried out by employees as part of their duties and that is not part of a district initiative requires advance approval from the EBRPSS Accountability and Assessment Department. This includes research by district employees or students outside the district seeking an advanced degree and research by outside professionals or agencies. The district reserves the right to limit the number of studies conducted annually. Data collection activities must take into account schools' primary instructional mission and conflicting demands upon schools that may arise at certain times of the year (e.g. state mandated testing).

It is the researcher's responsibility to identify schools that will participate. Principals and employees have the right to refuse participation unless the research is part of a federal, state, or local mandate. We suggest contacting the administrators at your preferred research sites to ensure their availability.

Researchers are subject to the following requirements:

- Submit an approved IRB from the sponsoring university or research agency
- Submit copies of all instruments used in the study
- Submit copies of parent and student permission forms
- Prepare a summary of research that includes the timeline and locations for collecting data
- Agree to confidentiality of all participants and data
- Agree to exclude scores for any groups with less than ten members
- Agree to provide a summary of findings to the district upon completion of the research

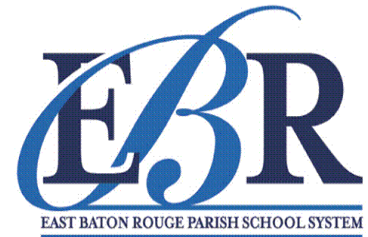
Forward your research request to:

Andrea O'Konski, Chief of Academic Programs
East Baton Rouge Parish School System
1050 South Foster Drive
Baton Rouge, Louisiana 70806
andrea@ebrschools.org

Once received, your request will be reviewed and submitted to the appropriate Executive Director and the Superintendent for their approval. An approval or denial letter will be sent to you within three weeks.

If you have questions, please contact the East Baton Rouge Parish School System's Accountability Department at 225-226-4800.

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Date: [Click here to enter a date.](#)

Principal Researcher:

Address:

Street No.

Name of Street

Apt. No.

City

State

Zip Code

Email Address:

Telephone:

Title of Research:

Participating School Sites(s):

Target Population of Research:

I understand I may only use this data for the purpose of this Research Project. I agree to confidentiality of all participants and data. I agree to exclude scores for any groups with less than ten (10) members.

Signature of Principal Researcher

Department of Accountability, Assessment, and Evaluation Use Only

Date Received _____

Date Completed _____

____ Research Project Request Approved

Emailed

Faxed

Mailed

Picked up by _____

____ Request Denied