



SLPS Requirements to Conduct Research or Obtain Confidential Data

Submit all inquiries and completed proposals to:

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This document governs requests for data (and research based on data) that:

- Exist, or must be constructed based on existing data, or do not exist and must be collected.
- Are disaggregate (including student- and other individual-level data), as well as aggregate data where identification is possible explicitly or implicitly (e.g., school-level data on subgroups where some subgroups have a size of one).

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Purpose

The Saint Louis Board of Education has developed this document to establish the requirements for requestors applying for authorization to conduct research and/or to receive data SLPS has deemed confidential, personal, and private (Confidential Data), and ensure compliance with Federal and Missouri laws and regulations and SLPS policies.

There are both legal and ethical reasons behind the District's efforts to establish requirements to control and monitor research in the schools.

- The **legal background** stems from provisions of **The Family Educational Rights and Privacy Act (FEPR)** that affords parents and students certain rights regarding student records, the administration of surveys, and the collection and use of personal information. (Statute: 20 U.S.C. 1232g. Regulations: 34 CFR, Part 99)
- Additional legal background stems from the provisions of the **Federal Protection of Pupil Rights Amendment (PPRA)** (20 U.S.C. § 123h; 34 CFR Part 98). SLPS follows PPRA adherence to specific standards when a survey, analysis, or evaluation is funded by the U.S. Department of Education.
- Confidential Data are:
 - Any student records which contain Personally Identifiable Information, as that term is defined by 34 CFR 99.3 of the Family Educational Rights and Privacy Act;
 - Any employment records which contain individual-level data (i.e., information about individual employees); and
 - Aggregate data constructed from student or employment records comprising a group size of fewer than ten individuals.
- SLPS District policies mirror this Federal law in **Board of Education Regulation (R1340)** which states: "The principal shall not permit any person not employed by the Board of Education to gather statistics or research information in the schools without authority from the superintendent of schools or designee." (R1340 Community Relations / Public Activities Involving Staff, Students or School Facilities, approved 1990/revised 1999.)
- Establish a single contact point for all research and data requests. **Requestors may not request permission to conduct research directly from schools or departments.** All research and confidential data requests must be submitted to the Research Review Committee.

Introduction

In our efforts to make SLPS the best choice in urban education, we welcome high-quality research as a service to the larger education community. There are, nevertheless, academic standards, legal requirements, and District interests that must be met prior to approving any research in order to make our involvement worthwhile to our students today as well as to our students' generations into the future.

- SLPS understands that research can advance the body of knowledge related to learning and development and welcomes partnerships with the research community that appreciably benefit SLPS, its students and/or its staff, to the extent that their findings and results will be shared with SLPS to improve public education.
- We approve proposals that meet professional standards for research design and ethical practices and have merit and relevance for the SLPS school system. Note that not all research will be approved. Our responsibility is to balance the need for research with the need for uninterrupted instructional activities that maximize student learning and the goals of the District.
- “Research” refers to any activity aiming at increasing our body of knowledge and encompasses all investigation, measurement, and evaluation activities, including design, pilots, data collection and analysis, interpretation of results, and conclusions and recommendations. Data collection includes, but is not limited to, interviews, focus groups, surveys, tests, observations, ethnographic studies, case studies, analysis of written documents, records, tables, primary and secondary data, and experimental designs.
- For non-confidential data requests, requestors should first visit the Missouri Department of Elementary and Secondary Education (DESE) at dese.mo.gov. If the data are not available on the DESE site, requestors should mail their requests to research@slps.org. Aggregate data requests are generally filled in two to four weeks, depending on the workload of SLPS employees.
- SLPS employees seeking data and/or conducting research for graduate work or submitting such work to a university or outside agency must submit a proposal in accordance with this document. (P6162.5.1) The collection of data by SLPS employees for in-school instructional or school improvement purposes only is exempt.

Considerations

Our guidelines seek to balance the need for advancement through research with our overriding priority of uninterrupted instructional activities that maximize student learning. The District goal is to serve our schools, and our focus is on student achievement.

For those reasons:

- Interference with school instruction and operations must be kept to an absolute minimum. SLPS prohibits non-school personnel videotaping educational programs. (P5147)
- No research will be approved that takes place during mandatory State assessments and other local formative assessments. These dates can be found on our District posted Assessment Calendar.
- Due to the number of requests that this office receives, our ability to review and support external research projects, and to provide student data and data that require substantial manipulation (e.g., merging different data sources or across multiple years), is limited.
- SLPS reserves the right to start charging fees at any time for data and research requests not covered by the Freedom of Information Act. Requestors will be notified of the cost
 - prior to the agreement/approval being reached.
- Potential researchers should be aware that permission to do research is a multi-step process, and permission to conduct research in the District does not guarantee any individual school's willingness to participate. Although all submissions must be approved by the Research Review Committee, the principal of a school will have the final decision in regard to her or his school's participation.

Requirements

St. Louis School Board Policy requires that research be well designed, adhere to child protection laws, not place unreasonable demands on students, staff, or parents nor interfere with regular system operations, and it must be in the interests of the school system to participate. Research should support SLPS goals, which **are listed in Appendix 1. Factors typically considered in the approval process are in Appendix 2.**

SLPS will carefully consider the best interest of its students prior to granting access to them, their data, or our staff and their data. Only data that is directly relevant to the request will be approved.

Provisos

Additional requirements for research proposals involving primary data collection include the following:

- No SLPS staff time or resources may be used to recruit participants for the research study, and school staff may not be utilized to collect data.
- All non-SLPS personnel participating in primary data collection must submit to any background checks requested by SLPS, including a criminal background check.
- Please note that outside organizations may not compensate SLPS staff directly in any way.
- **Multi-year projects must agree to provide annual interim reports.**

Active Consent

All parental or guardian consent is to be by active written consent. SLPS has adopted parental consent requirements derived from the Federal Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 123h; 34 CRF Part 98). PPRA requires adherence to these standards when a survey, analysis, or evaluation is funded by the U.S. Department of Education. SLPS is adopting these requirements for all research conducted with students irrespective of the funding source in order to establish consistent and appropriate guidelines.

SLPS requires that researchers make materials available for inspection by parents and eligible students (emancipated minors 18 or older) if those materials will be provided to students in connection with a survey, analysis, or evaluation in which their children participate. Schools and researchers must obtain active consent, **written parental consent** before minor students participate in any survey, analysis, or evaluation.

SLPS reserves the right to restrict survey and interview topics for any reason at any time.

In addition, schools and contractors must obtain active informed, written parental consent before minor students participate in any survey, analysis, or evaluation that asks students for information concerning the following topics:

- Sex behavior and attitudes.
- Mental and psychological problems potentially embarrassing to the student and his/her family.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Illegal, anti-social, self-incriminating, or demeaning behavior (e.g., violence, drug use).
- Communications with persons in legally recognized privileged or analogous relationships, such as with lawyers, physicians, or ministers.
- Religious practices, affiliations, or beliefs of the student or student's parent.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Parents must be informed of the topics of the survey, analysis, or evaluation before being asked to consent to their children's participation.
- Additionally, SLPS requires active consent for student participation in focus groups and one-on-one interviews or assessments.

Requestors are required to minimize potential mental harm to participants by making the following provisions:

- Providing a prompt opportunity for participants to obtain appropriate information about the nature, results, and conclusions of the research.
- Taking reasonable steps to correct any misconceptions that participants may have of which the requestors are aware.
- When becoming aware that research procedures have harmed or could harm a participant, taking reasonable steps to minimize the harm.

In the event of the SLPS administration of a survey containing questions falling under the protected categories, SLPS safeguards the privacy of this information.

Student Data

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA exceptions allow schools to disclose information from a student's education record, without consent, only to selected parties, for selected research topics and under certain conditions (34 CFR § 99.31).

It is the responsibility of the requestor to identify and justify the relevant FERPA exception. The requestor and their staff will also have to agree to the SLPS Confidentiality Agreement. In particular, the requestor will affirm that:

- They will comply with all laws pertaining to student confidentiality.
- Student information will be used only for the specific purpose of the agreement.

- The student information will be destroyed when the purpose of the security agreement is completed.
- The student information will not be released to any other party.
- They will notify SLPS immediately in the case of any breach of data security.
- If the proposed research or data request does not fit a FERPA exception, the requestor must obtain the written informed consent of participants or of a parent on behalf of a student prior to conducting research activities or collecting personally identifiable information from or on students.
- Students under 18 years old cannot participate in research without the informed consent of a parent or legal guardian. For students who are 18 or over (or an emancipated minor), the requestor must receive written informed consent from the student.

Requirements for consent forms are as follows, regardless of the requestor's organization's IRB requirements:

- All consent forms must comply with federal and state laws and regulations regarding confidentiality of student records and the protection of study participants, and be approved by the requestor's organization's IRB.
- All consent forms must be written in easily understood language on the requestor's stationery with contact information.
- All forms must be made available in all relevant languages. Translations and their cost are the responsibility of the requestor.
- The requestor must keep copies of all consent forms and make them available to parents and SLPS staff upon request.
- The consent form is to be printed on the requestor's stationery. Consent forms may not indicate SLPS support of the study.

Non-Student Data

For access to other individual data and other individuals, the requestor must obtain the written informed consent of participants. Requirements for consent forms are as follows, regardless of the requestor's organization's IRB requirements:

- Informed staff consent forms must be approved and stamped by the requestor's organization's IRB.
- Consent forms must be written in easily understood language.
- All forms must be made available in all relevant languages. Translations and their cost are the responsibility of the requestor.
- The requestor must keep copies of all consent forms and make them available to SLPS staff upon request.
- The consent form is to be printed on the requestor's stationery. Consent forms may not indicate SLPS support of the study.

Publication

Requestors have the right to publish, present, or use results from the research or data analysis, but only if the publication, presentation or use does not disclose personal identification of SLPS students or their parents. SLPS may require that schools or the District not be identified.

In order to protect the confidentiality of previously identified confidential information disclosed to the requestor, the requestor must provide SLPS any proposed publications or presentations which are to be made public for SLPS review and comment at least 14 days prior to submission of a manuscript for publication or the date of the presentation.

Submitters must be open to modifications, changes, and suggestions provided by SLPS staff members prior to release.

In some instances, SLPS may require the right to approve proposed publication or presentation and require co-authorship of SLPS staff.

Submission and Review Process

The SLPS Research Review Committee will review proposals every other month following the schedule below. The committee requires SLPS employees to participate in a pre-screening interview prior to proposal submission. Please use these dates to plan your submission to SLPS Research and your university/organization's IRB process accordingly.

| Pre-submission interview by <i>(SLPS requestors only):</i> | Proposal Submitted by: | Review Date | Notification to Researcher: | Begin Research Activities <i>(earliest possible date):</i> |
|--|-------------------------------|--------------------------|------------------------------------|--|
| <i>May 19, 2022</i> | <i>June 9, 2023</i> | <i>June 23, 2023</i> | <i>June 30, 2023</i> | <i>July 3, 2023</i> |
| <i>July 20, 2023</i> | <i>August 10, 2023</i> | <i>August 24, 2023</i> | <i>August 31, 2023</i> | <i>September 1, 2023</i> |
| <i>September 19, 2023</i> | <i>October 11, 2023</i> | <i>October 24, 2023</i> | <i>October 31, 2023</i> | <i>November 1, 2023</i> |
| <i>November 8, 2023</i> | <i>November 29, 2023</i> | <i>December 13, 2023</i> | <i>December 20, 2023</i> | <i>January 3, 2024</i> |
| <i>January 17, 2024</i> | <i>February 7, 2024</i> | <i>February 21, 2024</i> | <i>February 28, 2024</i> | <i>March 1, 2024</i> |
| <i>March 15, 2024</i> | <i>April 9, 2024</i> | <i>April 23, 2024</i> | <i>April 30, 2024</i> | <i>May 1, 2024</i> |

In the event that there is a high volume of proposals in the same month, reviews may be later. Requestors will be notified of such a delay.

- SLPS employees will participate in a pre-screening interview. This interview will help the research committee understand the requestor's research question(s) and methods.
- Following the review, SLPS will notify requestors of approval or denial, or request additional information.
- SLPS cannot accommodate expedited requests. **It is recommended that submissions are received at least ninety (90) days prior to the proposed research commencement.**
- Data may not be collected, and research activities may not begin without first following the procedures outlined in this policy and securing the necessary approvals.
 - If a project is approved pending university/organization IRB approval, data collection CANNOT BEGIN until SLPS Research receives a copy of the IRB approval letter.
- The Research Review Committee shall approve or deny requests to receive confidential data or conduct research. Proposals requiring sensitive issues or substantial commitment may be referred to the Superintendent or his/her designee for decision.
- If a request has been approved, research may only begin when the school principal and research subjects have consented to participate. A principal may choose to

restrict research activity. The principal of a school will have the final decision in regards to his or her school's participation.

- The confidentiality stipulations in the proposal constitute a confidentiality agreement that complies with all laws and the specific purpose of the research agreement.
- The Research Review Committee reserves the right to place additional conditions on requestors as deemed necessary.
- **Approval of a research project or confidential data request may be withdrawn for any reason at any time.**

Proposal Documents

Please submit the documents from the proposal checklist in PDF form.

Proposal Checklist

- Cover sheet (see pg. 13 for example)
- Brief biographical sketch of all key personnel. *Describe your qualifications (e.g., experience, educational background) as it relates to your research.*
- Signed narrative (see pgs. 14 – 17 for structure and content)
 - Front matter
 - Introduction
 - Literature Review
 - Research Methods
 - SLPS Dissemination Plan
- Supporting Documents:
 - Evidence of IRB approval (or pending approval) and any IRB-approved forms, including recruitment and consent forms.
 - If applicable, final versions of all instruments (interview, focus group, and observation forms, surveys, and assessments). Online materials must be attached (PDF) plus provide a link.
 - Letters of support (with contact information):
 - From school(s) you plan to work with as part of your project
 - From requestors' organization (e.g., supervisor, dean, faculty advisor)
 - Any other supporting letters (if applicable). Examples might include CITI Training certificates, etc.

Cover Page

Date:

Title:

Requestor/Organization Name:

Abstract/Executive Summary: *Provide a brief discussion about the importance of your research topic; state your research question, your data collection methods, and the final product(s) from these research activities.*

Timeline: *Provide a plan for each research activity (including participant recruitment, data collection, data analysis, writing, publication, sharing results with SLPS, etc.). This plan can be further broken down by month*

- 2023-24
- 2024-25
- 2025-26
- 2026-27
- 2027-28

School Type:

- Elementary
- Middle
- High
- Other
- Specific Schools (list)

Study Sample Demographics: *Who will your potential study participants be? Describe number, how selected, and any demographic information relevant to your research*

Outcomes Measured: *What are the end results of the program/intervention you are examining?*

Data Requested from SLPS: *Describe the data pieces you are requesting from Central Office and/or which you will be collecting as part of your research from students, staff, faculty.*

Proposal Narrative

The research narrative gives an overall description of the project as well as important details about your research question and how you will answer it. Providing a complete and thorough description enables the most informed review of your proposal and minimizes time spent requesting further materials and revisions.

Your research narrative should not exceed 15 pages – excluding supporting documents. Please adhere to the following formatting restrictions:

- 11/12-point font
- single or 1.5 space
- *no less than* one-inch margins

The following narrative structure provides *potential* topics that should be covered in your proposal; however, not all may be applicable for your proposal. Please provide enough information so that a non-expert can read your proposal and understand your project. SLPS reserves the right to require additional materials, information, or revisions.

Front Matter

- Title of the study
- Name, professional title, and contact information of research personnel/principal investigators
 - Please include every person who will be collecting or analyzing data
- Funding source for the project (indicate no funding will be used if this is the case)
- Executive summary or abstract (no more than 200 words) - provide a brief discussion about the importance of your research topic; state your research question, your data collection methods, and the final product(s) from these research activities.

Introduction – *this provides a grounding of the educational problem within the SLPS context*

- Statement of the educational problem
 - Significance of problem in SLPS
- Research question(s) and hypotheses, study objectives (what you intend to do)
- Whether and how the study addresses research priorities in SLPS (see Appendix 1, pg 19)
- Anticipated value of your finished research to SLPS

Literature Review – *this provides academic context for what researchers already know about the educational problem you hope to address.*

- Brief (2-3 pages) review of literature and/ or previous research. What do scholars already know about your research question? Please use appropriate citations throughout.

Research Methods – *this provides reviewers a clear understanding of your specific research project*

Project Setting:

- Number and type of schools
 - Specific school(s) you require data from or intend to work with (if applicable)
- Year in school of students (if applicable)
- Number of classrooms, and other school characteristics
- Number of persons visiting in connection with project.

Project Sample:

- Number and type of subjects (students, teachers, administrators, parents)
- How much time estimated to complete your study for each subject
- Frequency of contact with subjects
- Sample selection criteria (how will you choose who will be in your study)

Research Design and Methodology:

- Thorough description of what you plan to study (e.g., complete description of the reading improvement program you are implementing)
- What data do you intend to collect and how will you collect these data (e.g., administrative data, surveys, interviews, etc.)
 - How will these data pieces connect back to your research question(s) to answer them?
 - Specify how and where data will be collected and by whom
- What is the timeline for your project?
 - Include timeframes for data collection, data analysis, writing, and final product presentation
 - We will also check in with you after your anticipated data collection to ensure the project is going well
 - **Reminder:** you must submit any manuscripts/presentations that will be made publicly available to the Research Office at least 14 days prior to publication or presentation (see pg. 9).
 - This does not include a capstone, thesis, or dissertation presentation (unless it will be recorded and shared)
 - **Reminder:** multi-year projects must provide annual interim reports (see pg. 6)
 - **Reminder:** multi-year projects must submit a continuing review application and pause all research activities and data collection until receipt of approval.
- How will you obtain informed consent from your study participants?
 - If working with students, how will parents be informed? How will written permission from parents (for participation and release and use of data) be

collected? How will you inform students that, even with parental permission, they can still opt out of participating? See Appendices 3 & 4 for more information on what to include in parent and adult consent forms. See Appendix 5 for a template for an adult consent form.

- How will you protect the anonymity and/or confidentiality of your subjects and the data you will collect?
 - How will you store the data? For how long? How will you destroy the data once your research project is complete?

SLPS Dissemination Plan – *how do you plan to share the results of your research within the district?*

- SLPS requires that you share an executive summary of your research project within three months of its conclusion
 - Executive summaries cover the statement of the problem, what is known (a brief literature review), the methods in the research project, and the findings
 - Executive summaries are generally 2 – 3 pages
 - SLPS Research will make the executive summaries publicly available on the SLPS Research page
- In addition to the Research Review Committee, which other internal SLPS stakeholders would you like to, or do you plan to, share your results?

At the end of your research narrative, please provide your own signature as the researcher for the project, and any signatures from your institutional representative, like your research advisor if conducting research as part of your graduate or undergraduate degree program).

Supporting Documents (these do not count toward your page limit)

- Include copies of the following (if applicable to your project):
 - Any survey instrument you will use to collect data
 - A variables list for any student administrative data you intend to use
 - Intended questions for focus group, individual interviews
 - Any recruiting materials for your project
 - Any other data collection protocol
 - Informed consent documents
 - Letter(s) of support from your institutional research advisor and the schools you will work with
 - Letter from additional research personnel, acknowledging their role in data collection and analysis as well as their understanding of participants' rights.

- Evidence of IRB approval (or a letter from your IRB or research advisor indicating that IRB approval is pending)
- CITI Training certificates

NOTE: SLPS requires an executive summary of your research project within three months of the completion of your project. Please also share a copy of the final report from your project so the lessons you learned can be shared within the district!

Appendices

Appendix 1: SLPS Research Priorities

The following priorities are associated with the District Transformation Plan 3.0.

- **Highly Effective Educators** – The District supports a system of excellent schools. To do this, we prioritize research that supports the development and retention of our most highly effective educators (Transformation Plan, section 2.1). E.g., research on staff performance, including identification, hiring, development, recognition, reward, and accountability of highly effective employees.
- **Reading** – The Transformation Plan (sections 3.1 & 3.2) requires 80% of 3rd graders to be reading at grade level, and 85% of students will demonstrate a minimum of one year’s growth in reading. E.g., research on reading, reading instruction, including the necessary preparation during preschool grades to make this possible.
- **Rigorous Academic Content** – We remain focused on creating the best high-quality options for our students. Thus we aim to implement a rigorous, relevant, college-preparatory curriculum that gives all students meaningful options to learn the basics for productive lives (sections 2.2 & 3.3). We seek ways to challenge every student to achieve his or her full potential. E.g., research on the alignment of curriculum, instructional materials and approach, use of data, professional development, and the roles of all stakeholders in student success.
- **Engaged and Motivated Students and Families** – As noted in the Transformation Plan, section 4.2, the district will partner with families and community members who demand better schools and make schools places students want to attend. E.g., research into parent, student, and community engagement, and ways that it can promote increased student achievement and successful schools, effective communication and partnership building, and increasing enrollment in SLPS.
- **College and Career Readiness** – Ensure every student leaves SLPS prepared to continue schooling or enter the workforce (section 3.3). E.g., research into ways to increase graduation rates, ensure on-time graduation, early warning indicators, career and technical education, college preparatory instruction, and transitioning into post-secondary life.
- **Equity** - create school environments that educate and support all students, regardless of needs or background. E.g., research into school turnaround and changing struggling schools, educating high-risk students, closing the achievement gap, assisting students with special needs or language barriers, providing socio-emotional support to students, and school-wide and individual behavior management.

Appendix 2: Factors Typically Considered in Approval Process

- SLPS need for or interest in the data analysis or research findings likely to be produced.
- Appropriateness of the research topic.
- Technical and methodological soundness.
- Sufficient population numbers for statistically significant findings (where applicable).
- The kinds and numbers of data-gathering procedures or instruments to be used in the study.
- The extent and nature of personal information to be collected from the subjects themselves.
- The amount of disruption to instruction and/or school operation.
- Assessment schedule.
- Contribution of funds, equipment, training opportunities, and staff to the participating schools and offices.
- Benefit to SLPS as a whole, SLPS students and teachers, and SLPS initiatives and programming
- Potential overlap with existing research or partnerships in the District

Appendix 3: Information to Include in Parent Consent Form

- Title of the study, researcher’s organization, and name, title, and contact information (including local toll-free telephone number) of the requestor(s).
- Description of confidential information being requested.
- Purpose(s) of data collection.
- Description of what participants will be asked to do.
- Amount of time required of participants.
- Notice that all information will remain confidential.
- Notice that participation is entirely voluntary, and participants may withdraw from the study at any time, without negative consequences.
- Notice of any reasonably foreseeable risks or benefits to the participant.
- Space and lines for the student’s name and parent/guardian signature and the date. There must be a checkbox for either consent or refusal to participate, and the parent signature must refer to “Yes, I agree to have my child participate” or “No, I do not give consent for my child to participate.” Copies of such forms will to the Research Review Committee prior to beginning project.
- In accordance with the Federal Protection of Pupil Rights Amendment (20 U.S.C. § 1232h; 34 CFR Part 98) requirement that parents/guardians have access to the materials that will be used in school with their children, consent forms must include the following text: “Parents please be aware that under the Protection of Pupil Rights Act. 20 U.S.C. Section 1232(c) (1) (A), you have the right to review a copy of the questions asked of or materials that will be used with your students. If you would like to do so, you should contact [INSERT APPROPRIATE CONTACT] at (XXX) XXX-XXXX to obtain a copy of the questions or materials

Appendix 4: Information to Include in Consent Forms for Adult Other than Parent Consent Form

- Title of the study, researcher's organization, and name, title, and contact information (including local toll-free telephone number) of the requestor(s).
- Description of confidential information being requested.
- Purpose(s) of data collection.
- Description of what participants will be asked to do.
- Amount of time required of participants.
- Notice that all information will remain confidential.
- Notice that participation is entirely voluntary, and participants may withdraw from the study at any time, without negative consequences.
- Notice of any reasonably foreseeable risks or benefits to the participant.
- Notice that participants will not lose any benefit/s or services from any organization/school by choosing NOT to participate in the study.
- Space and lines for the name and signature and the date. There must be a check box for either consent or refusal to participate and must refer to "Yes, I agree to participate" or "No, I do not want to participate."

Appendix 5: Adult Consent Form Template

Instructions: This is a template for an informed consent document that you may use for research involving adult participants. If you already have an informed consent document that covers all the requested information, please include that document with your SLPS Research Request.

If you would like to use this template, simply fill in the information requested in the **[bold brackets]** and provide the information requested in the *[italicized brackets]*. Several sections have example texts.

Please let us know if you have questions.

Thank you.

Template Begins on Following Page

[Title of Study]
[Principal Researcher's Name, Title]
[Principal Researcher's Organization]
[Principal Researcher's Contact Information, including local #]

Consent to Participate in Research
[Title of Study]

Introduction and Purpose

[This paragraph is an overview of what you are asking from the participants and an overview of your research; what is your research question and what is its purpose?]

EXAMPLE TEXT 1: Hello, my name is [], and I am a [student/employee] at [University name and department/employer name]. I/My colleagues and I are [describe your research project in one or two sentences]. I/We would like to invite you to participate in this [quantitative/qualitative/mixed methods] research study. [One or two sentences describing the overall goal of your research and what you are looking to learn]

EXAMPLE TEXT 2: You are invited to participate in a [quantitative/qualitative/mixed methods] research study on [brief description or title of your research project], led by [your name], [student/employee] at [University name and department/employer name]. The purpose of this research is [one or two sentences describing the overall project].

Procedures

[This paragraph provides details about specific information/tasks you are asking your participants to provide/complete.]

EXAMPLE TEXT 1: If you agree to participate, we will [request data/ ask you to fill out a survey/ask you to participate in interviews / ask you to be observed, etc. This should also include brief details related to your study, such as the survey or interview topics. For example: “we will ask you to complete a survey on teacher self-efficacy and participate in an interview on principal and building supports.”]. These activities will require [describe how long the activities will take, and how often they will occur]. If you choose to stop participating during [activity], it is your right to do so at any point.

Risks/Discomforts

[This paragraph will describe any foreseeable risks or discomforts that the participant may face.]

Benefits

[This paragraph describes any benefits, including monetary if these exist, that the participants might enjoy from participating in the study.]

Confidentiality

[This paragraph will detail how you plan to keep the data gathered from the participants, whether from surveys, interviews, or observations confidential or anonymous. Confidential means that there could be linkages back to people, anonymous means that there is

no way to link people to their responses. This statement should include language about mandated reporting (see text below) of suspected harm to students/children.]

EXAMPLE TEXT 1: We must report information about known or reasonably suspected incidents of abuse or neglect of a child including physical, sexual, emotional, and financial abuse or neglect. If any investigator has or is given such information, he or she may be required to report such information to the appropriate authorities.

Dissemination

[This paragraph details how you plan to share the information you learn from the research project. This could include class presentations, journal articles, mass-print media, etc.]

Participant Rights

[This paragraph will detail the participant's rights. These include voluntary participation and voluntary termination of participation after the project has started with no fear of reprisal].

EXAMPLE TEXT 1: Your participation in the study is completely voluntary and you do not have to answer any question you do not wish to answer. Your decision to participate will not have an bearing on your relationships with [your affiliations – University, district, etc.]. If you decide to participate, you are free to withdraw consent and discontinue participation at any time, without any penalty.

Questions

[This paragraph gives the participants contact information for the principal investigator and your Institutional Review Board.]

EXAMPLE TEXT 1: If you have any additional questions, please contact [your name] at [email/phone number] or [your advisor's name and contact information, if you're a doctoral student]. Questions and concerns about research participant's rights can be directed to [University name] Institutional Review Board office [email/phone contact for your institution's IRB].

[If your institution requires any further information or statements on their Informed Consent Documents, you can add them here]

[Title of Study]

[Principal Researcher's Name, Title]

[Principal Researcher's Organization]

[Principal Researcher's Contact Information, including local #]

[Principal Researcher's Organization IRB Coordinator]

[IRB Contact Information, including local #]

**Consent to Participate in Research
[Title of Study]**

Consent

I read the statement and procedure described above. I have been able to ask questions and express concerns, which have been satisfactorily responded to by the research team. I understand the purpose of the study, as well as the potential benefits and risks that are involved. I understand that participation is voluntary, and that no rights have been waived by signing this consent form. I have been given a copy of the consent form for my records.

Name: _____

Organization: _____

The principal investigator is asking for your participation in the following research activities. Please initial next to each activity you CONSENT to participate in.

I consent to participate in: [choose all of the research activities you are asking your participants to participate in]

- [Providing my data to the principal investigator] _____ (initial here)
- [Completing surveys for the principal investigator] _____ (initial here)
- [Participating in observations] _____ (initial here)
- [Participating in interviews] _____ (initial here)

Signature: _____

Date: _____

Statement of Person Who Obtained the Consent

The information in this statement has been discussed with the participant, or where appropriate with the participant’s legally authorized representative. The participant has indicated that they understand the risks, benefits, and procedures involved with participation in this research study.

Printed Name: _____

Signature: _____

Date: _____