San Juan Unified School District limits research studies to educational institutions and their representatives. A “Research Project Request” must be submitted and district approval received prior to implementing the study. District staff members conducting studies within their own school or classroom may not be required to complete this process, but must have approval from their principal.

Susan Green
Director
(916) 971-7200
Dear Researcher:

Each year, San Juan Unified School District receives numerous requests to use district students, staff and facilities in educational research projects. It is the responsibility of the district’s Department of Assessment, Evaluation and Planning to review all research project applications and to select those which are appropriate for district involvement.

If you will follow the steps below, it will help to speed up the review process.

STEPS FOR SUBMITTING RESEARCH PROJECTS

1. Please familiarize yourself with the attached district policies regarding research projects and confidentiality. These policies are the basic rules to which all district-approved research projects must conform. Your compliance with them is essential for approval, but does not guarantee it.

2. Complete the “RESEARCH PROJECT REQUEST” form. The more relevant information you can give, the better Assessment, Evaluation and Planning staff will be able to weigh the merits of your request. Be sure to attach a detailed abstract of your study, including the timeline for your research.

3. Along with your ABSTRACT and TIMELINE, please submit: all TESTS, SURVEYS, and QUESTIONNAIRES you plan to use. DO NOT SUBMIT ORIGINALS.

4. Allow at least two to three weeks to review your proposal.

On the next page, I have tried to answer some of the commonly asked questions regarding the project review process. If, after reading it, you still have questions, feel free to call me for clarification.

Sincerely,

Susan Green
Director, Department of Assessment, Evaluation and Planning
(916) 971-7200
OVERVIEW OF RESEARCH PROJECT REVIEW PROCESS

Listed below are some of the most commonly asked questions regarding the research project review process:

**Question:** Who must submit “Research Project Requests?”

**Answer:** Any educational institution and their representative wishing to conduct a research study within the district must submit a “Research Project Request” and receive district approval prior to implementing the study. District staff members conducting studies within their own school or classroom may not be required to complete this process, but must have approval from their principal.

**Question:** What should be included in the “Research Project Request?”

**Answer:** Please review the district guidelines attached to this information packet and then complete the “Research Project Request” form. Be certain to include an abstract of the study, including a timeline, and copies of all tests, surveys, and/or questionnaires which you intend to use. Additional information may be required during the review process.

**Question:** What are my chances for approval?

**Answer:** The district receives well over 100 requests to conduct studies each year. Only a few of these studies can be approved. Studies that have the highest probability of approval are those that have a minimal impact on the regular education program, address a district need, clearly contribute to research in the area of student learning, or can be used by the district in some other way.

**Questions:** What assistance can the district provide in conducting the study?

**Answer:** After a study is approved, the Department of Assessment, Evaluation and Planning will assist in selecting schools or students to participate in the study. In addition, the department will obtain the necessary approvals from district administrators, may assist with the distribution or collection of survey instruments, or provide access to other information.

**Question:** What is required after the study is completed?

**Answer:** You will be requested to provide us with a copy of your research report as soon as the study is completed. Additionally, if you plan to publish your findings to use the district’s name in any publication, you must receive prior written approval from the Department of Assessment, Evaluation and Planning.
Return Completed Request To: SAN JUAN UNIFIED SCHOOL DISTRICT
Susan Green (sgreen@sanjuan.edu)
Dept. of Assessment, Evaluation and Planning
3738 Walnut Avenue (P.O. Box 477)
Carmichael, CA 95609-0477

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<td>Researcher ___________________________  Agency/School____________________________</td>
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<td>Address ______________________________________________________________________</td>
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<td>Telephone (work) _________________   Telephone (home) ___________________________</td>
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<td>Email address:____________________</td>
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<td>Title of Study ___________________</td>
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Projects will not be considered for approval without the following:

**DO NOT SUBMIT ORIGINALS**

- 1. Abstract of study
- 2. Tests, surveys or questionnaires
- 3. Project timeline
- 4. Informed Consent (if required – see Legal Reference)

If this project is approved, no changes will be made in the scope or structure of the study without approval of the Director of the Department of Assessment, Evaluation and Planning. It is also agreed that a copy of the abstract of the final report of the research will be provided to the Department of Assessment, Evaluation and Planning on a timely basis.

**Briefly describe how your study will contribute to the district (how it will help students, teachers, parents or the field of education):**

**District assistance required to complete the study:**

- Administrative personnel and/or school involvement required:
- Number and characteristics of students desired:
- Classroom/teacher time required:

Researcher’s Signature ___________________________  Date _____________________

Advisor’s Signature (if appropriate) ___________________________  Date _____________________
FOR DISTRICT REVIEW AND APPROVAL

Review:  ☐ Provisional Approval  ☐ Final Approval  ☐ Rejected

Department of Assessment, Evaluation and Administration Planning

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<th>Reviewer</th>
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Researcher____________________________
Title of Study_________________________
I. **RESEARCH PROJECTS**

The district will support research projects which are significant and which have the potential of benefiting the educational process. Procedures to be followed in conducting research projects should be developed by the administration.

A. **Purpose:** The procedures are designed to meet five broad objectives.

1. To provide a formal channel for the screening and monitoring of research and development projects conducted within the district.

2. To provide a means of assessing the value of proposed projects in terms of their contribution to established bodies of knowledge and to the education of pupils.

3. To provide a formal mechanism for assessing the degree to which the district as a whole and particularly those individuals directly involved are “at risk” as defined by the United States Department of Education regulations on the protection of human subjects.

4. To provide assistance to approved projects in selecting appropriate locations and samples.

5. To provide a mechanism for monitoring the progress of approved projects and for in-district dissemination of results.

B. **Scope:** These procedures, while applicable to all research and development projects conducted within the district, are designed primarily for two groups.

1. District personnel conducting research or development projects in connection with course work, thesis, or dissertation.

2. Faculty, staff, or pupils at any university, college, or research and development organization who initiate a request to the district to conduct a project using district facilities, personnel, or pupils.

C. **Procedures:**

1. Administrators receiving requests for use of district facilities, personnel, or students for research and development purposes should refer the requestor to the Department of Assessment, Evaluation and Planning for screening.

2. Applicants will submit a copy of their proposal and such extra information needed to allow the project to be evaluated against the criteria in step 3.

(continued)
I. Research Projects (continued)

C. Procedures (continued)

1. The proposed project will be evaluated against the following criteria:

   a. Does it add to an existing body of knowledge?

   b. Will it contribute to the district’s effort to provide the best possible education for its students?

   c. Will participants in the project be “at risk?”

   d. Is the “informed consent” of individuals involved to be obtained and how?

   e. Are the procedures proposed to protect the confidentiality of data adequate?

   f. Are the procedures to be used to disseminate the results of the project adequate, particularly in respect to (a) and (b) above?

2. Projects that meet these criteria will be referred to the appropriate administrative staff with a recommendation that they be approved if timelines, logistics, etc. can be accommodated. Where appropriate, researchers will be asked to make a presentation to appropriate division personnel.

3. Projects may be finally approved at the division or department level. Those that are very large or that could prove controversial may, however, require the approval of the superintendent’s executive staff or Board of Education.

4. Personnel in the Department of Assessment, Evaluation and Planning will assist the researcher with logistical arrangements (selection of schools, classes etc.) and make introductions necessary to ensure a smooth start to the project.

5. Approved projects will file with the Department of Assessment, Evaluation and Planning a timeline of activities which will be used to aid the overall monitoring of the project. Monitoring may be performed by Assessment, Evaluation and Planning or division level personnel as deemed appropriate. Project approval may be revoked at any time by the district administration.

6. Final reports will be forwarded to the Department of Assessment, Evaluation and Planning and other locations by prior arrangements by the researchers.