



Englewood Schools

Belong and Thrive

## Englewood Schools Research Request Process

All requests must be submitted to Chief Academic Officer, Joanna Polzin ([joanna\\_polzin@engschools.net](mailto:joanna_polzin@engschools.net)).

Please include the following with your request:

- 1.) The purpose of the study.
- 2.) How the data will be used and a description of the data collection process.
- 3.) How our name will be associated with the study and in what capacity.
- 4.) The duration of the study.
- 5.) The benefits and risks of the study to students, teachers, and/or district.
- 6.) Background checks (through our Human Resource Department) for all persons working with students or viewing confidential student data.
- 7.) Plan for obtaining informed consent from Englewood parents, school staff, principals and/or program managers and plan for maintaining confidentiality, if needed.
- 8.) A letter or other evidence of approval to conduct the study from the Institutional Review Board (IRB) or Human Subjects Review Committee of the college, university, or research organization. The entire IRB protocol may be submitted with the letter of approval, although this is optional.
- 9.) Copies of research instruments and/or instructional materials to be used, including standardized tests, surveys, questionnaires, interview questions, observation protocols, etc.
- 10.) Methodology/data collection procedures should include detailed information about what data will be collected, who will do the data collection, and how much student and/or staff time will be needed.
- 11.) Plan for evaluating research findings.
- 12.) Describe the specific types of analyses to be conducted.
- 13.) Plan for providing feedback and/or debriefing subjects (and parents, if student subjects).
- 14.) Plan for dissemination of research findings (publishing, presenting, degree fulfillment).
- 15.) A description of the study specific to Englewood Schools. Containing the following information:
  - Project/Study Purpose (Include timeline or project schedule)
  - Identification of whether or not this project will address one of the stated District priorities:
    - Student Achievement
    - Instructional Practices
    - Post-Secondary Workforce Readiness
      - Systems of Engagement and Re-engagement
    - Human Capital Development