



APPROVAL OF REQUEST TO CONDUCT RESEARCH PROCEDURES (INS-P014)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of approving requests to conduct research in the Clarksville Montgomery County School System (CMCSS)

2.0 RESPONSIBILITY:

- 2.1 Director of Accountability

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.
--

3.0 APPROVAL AUTHORITY

- 3.1 Director of Accountability

4.0 DEFINITIONS:

- 4.1 Research: For this procedure, research refers to collecting data in the school system to be used in research studies such as an article, a thesis, or a dissertation
- 4.2 CMCSS Research Committee: The team that reviews the requests to conduct research

5.0 PROCEDURE:

- 5.1 The researcher contacts assessment@cmcsc.net for directions from *A Handbook for Research Procedures (INS-P014 Attachment A Rev B)*.
- 5.2 The researcher requests in writing permission from the CMCSS Research Committee by emailing assessment@cmcsc.net
- 5.3 The CMCSS Research Committee meets and takes action on the request
- 5.4 The Director of Accountability notifies the researcher in writing of the committee's decision
- 5.5 If research is approved, the researcher must return a signed confidentiality agreement and proof of completing training associated with protecting participants when applicable
- 5.6 If research is approved, the researcher contacts appropriate district personnel to begin their research
 - 5.6.1 After district level approval, principals have the authority to accept or deny requests for research

6.0 ASSOCIATED DOCUMENTS:

6.1 *A Handbook for Research Procedures*

6.2 Letter Requesting Permission

6.3 Notification Letter

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Request and Notification	Data Analysts	Three years	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

Date: 1/17/05	Rev.	Description of Revision: Initial Release
6/25/07	A	Revise procedure to include 'A Handbook for Research Procedures' and update flowchart
6/25/15	B	Revise personnel listed in procedure guide and updated "A Handbook for Research Procedures". Added 10.1, Sample letter to conduct research. Inserted item 5.5.
8/17/18	C	Revise personnel listed in procedure guide and updated "A Handbook for Research Procedures".
2/14/19	D	Revised INS-P014 section 5.1, 5.2, flow chart, and sample letter. Revised INS-P014A Introduction, Part I (added new 6, edited new 9B and removed 9C).
7/10/23	E	Revised language. Added 'article' to 4.1; Added INS number in 5.1; Exhibit A, Flowchart replaced; Added Exhibit C

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in 'Exhibit A of this procedure

10.0 SAMPLE REQUEST:

10.1 A sample letter used to request permission to conduct research can be found in 'Exhibit B' of this procedure

***** End of Procedure*****

Requests for Conducting Research Flowchart

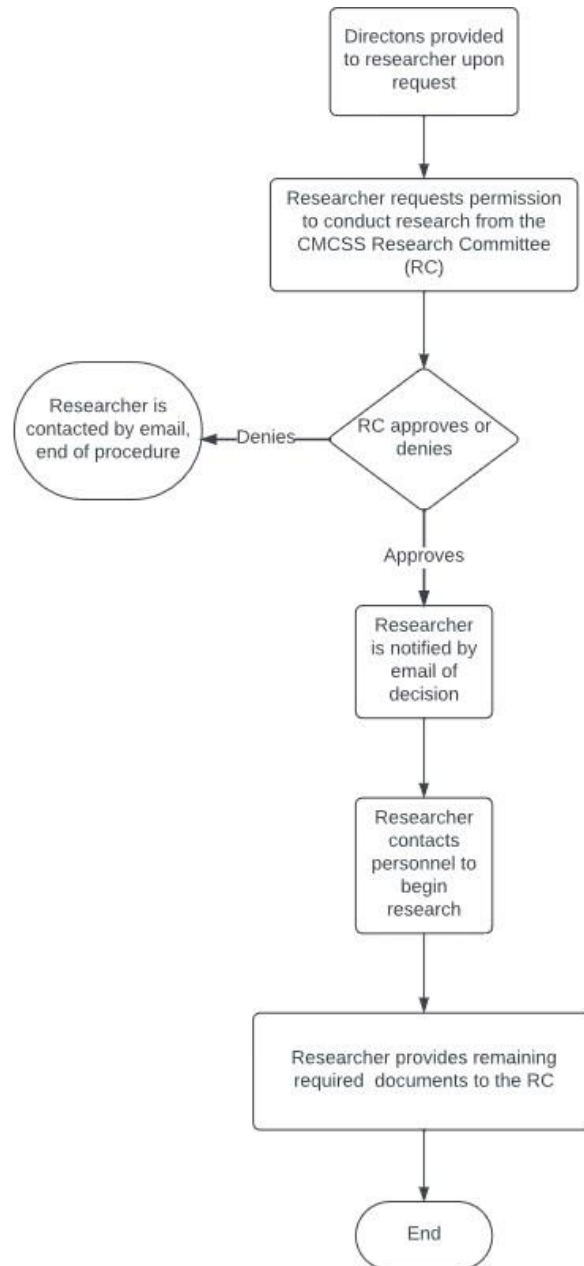


Exhibit B

Sample Research Proposal Letter

January 10, 2022

Director of Accountability
Clarksville-Montgomery County School System 1312
Highway 48/13
Clarksville, TN 3040

To the CMCSS Research Committee:

I am pursuing an Education Specialist degree at Austin Peay State University and am presently enrolled in Education 6050 Seminar on Research. A requirement for the course as well as the degree is the development of a proposal for research. This letter is a request for permission to conduct research using archival data from the Clarksville-Montgomery County School System.

Students' dropout rates as well as graduation rates are of great concern in the CMCSS, as well as throughout the United States. The challenge for all school systems is to find viable solutions to help decrease dropout rates and increase graduation rates. Since I am a Secondary Instructional Technology major, I would like to investigate the following: *Credit Recovery: A Technology-based Intervention to Increase the Graduation Rate at Northwest High School*. I plan to use archival data from 2019-2021 if available.

I would like to answer the following questions:

- What differences exist in graduation rates after the implementation of a credit recovery program?
- What differences exist in retention after the implementation of a credit recovery program

I am requesting access to historical data between the years of 2019 and 2021 from Northwest High School. Please find attached a list of all data I wish to use for this research and my approved IRB from APSU.

Thank you for consideration of my research proposal. I look forward to your suggestions.

Sincerely,
Your name
Title or position
school
[e-mail](#)
phone

Exhibit C

Sample Request to Administer Survey Letter

January 16, 2022

Director of Accountability
Clarksville-Montgomery County School System 1312
Highway 48/13
Clarksville, TN 3040

To the CMCSS Research Committee:

I am writing to formally request permission to administer a survey in my classroom as part of improving instruction. The survey aims to gather valuable feedback and insights from the students, which will assist in enhancing the learning experience and improving the effectiveness of the educational curriculum.

I believe that conducting this survey in my classroom can provide significant benefits by collecting the opinions and perspectives of the students. It will contribute to a more inclusive and student-centered learning environment, allowing us to better understand their needs and preferences.

The survey will be administered using an online platform, ensuring ease of participation and data collection. The questions will be designed to capture relevant information related to Academic Self-Efficacy. The students' responses will remain anonymous, and all data will be handled with the utmost confidentiality and used solely for classroom purposes.

I assure you that the survey administration will be conducted with minimal disruption to the regular classroom activities, and I will ensure that it does not interfere with the students' academic progress. The findings from this survey will be shared with you and the school administration upon completion, offering valuable insights that can contribute to educational improvements.

Please find attached a copy of the survey and parental consent for your review and consideration. Only students with a parental consent on file will receive the survey. Also, an electronic copy of each parental consent will be emailed to you after data collection is complete. I am more than willing to provide any additional information or address any concerns you may have regarding this survey.

I sincerely appreciate your attention to this matter and the consideration of my request. If you require any further details or clarification, please do not hesitate to contact me at First.Last@gmail.com or (615) 555-5555.

Sincerely,

Your name
Title or position
school