



## **APPROVAL OF REQUEST TO CONDUCT RESEARCH PROCEDURE (INS-P014)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

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

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

### **2.0 RESPONSIBILITY:**

- 2.1 Director of Accountability

### **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 for publication such as a thesis or dissertation
- 4.2 CMCSS Research Committee: The CMCSS team that reviews the requests to conduct research

### **5.0 PROCEDURE:**

- 5.1 The researcher contacts [assessment@cmcsc.net](mailto:assessment@cmcsc.net) for directions from *A Handbook for Research Procedures*
- 5.2 The researcher requests in writing (INS-P014B) permission from the CMCSS Research Committee by emailing [assessment@cmcsc.net](mailto: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:**



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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	Data	Three years	Discard as	Secured
Notification	Analysts		Desired	Building

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
Date: 1/17/05	Rev.	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).
12/10/24	E	Revised INS-P014A, all sections and INS-P014 sample letter, and added INS-P014B.

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