

**San Diego Unified School District**  
 Request for Approval to Conduct Research in a Single School  
 (Not for Advanced Degree Purposes)

<b>Applicant's Name</b>	<b>Agency or Institution</b>
<b>Position/Job Title</b>	
<b>Mailing Address</b>	
<b>e-Mail Address:</b>	
<b>City</b>	<b>State</b>
<b>Zip</b>	
<b>Day Telephone No.</b>	<b>Title of Proposed Study</b>
<b>Brief Description of the Study</b>	
<b>School to be Studied</b>	
<p>With this completed form, submit the following to the Office of Research and Development, 4100 Normal Street, Room 2232, San Diego, CA 92103:</p> <ol style="list-style-type: none"> <li>1. Letter/memo from principal of school to be studied indicating preliminary/tentative approval of study.</li> <li>2. Family Education Rights and Privacy Act compliance form (with applicant's signature).</li> <li>3. One copy of a brief summary of the research project, of any parental, student, or other consent forms to be used and of all research protocols to be used. Protocols include any survey, interview, testing, assessment, or other research instruments used in the study.</li> <li>4. Curriculum vita.</li> </ol>	

**ASSURANCE OF COMPLIANCE WITH THE REQUIREMENTS  
OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

\_\_\_\_\_ (hereinafter called the "Applicant")  
Name of applicant

HEREBY AGREES TO COMPLY with the Family Educational Rights and Privacy Act of 1974, and all requirements imposed by or pursuant to regulation of the Department of Education and the San Diego Unified School District (including but not limited to Administrative Regulation and Procedure Nos. 6525 and 6527) to the end that the rights and privacy of the students enrolled in the San Diego Unified School District and their parents are not violated or invaded.

THIS ASSURANCE is given in consideration of and for purposes of obtaining approval to conduct research under the provisions of district Administrative Regulations and Procedure No. 4930. Such research may require access to individual student data. The provisions of the Family Educational Rights and Privacy Act of 1974 include, but are not limited to, ensuring that:

- No identification of students or their parents by persons other than representatives of the Applicant is permitted.
- The individual student data will be destroyed when no longer needed for the purpose for which they were obtained.
- No access to individual student data shall be granted by the Applicant to any other person, persons, agency or organization without the written consent of the pupil's parent, except for sharing with other persons within the district or representatives of the Applicant engaged in work specifically entailed by the research activities approved by the district.

The Applicant recognizes and agrees that such approval and access to individual student data will be extended in reliance on representations made in this assurance, and that the district shall have the right to enforcement of this assurance, or revocation of such approval and access immediately upon evidence of noncompliance by the Applicant. This assurance is binding on the Applicant and such persons as may be employed by the Applicant to assist in any phase of the research effort.

\_\_\_\_\_ Date \_\_\_\_\_  
(Applicant's signature)

(Applicant's mailing address)