**APPLICATION TO CONDUCT EDUCATIONAL RESEARCH IN THE**

**SANTA ANA UNIFIED SCHOOL DISTRICT**

As the District’s decision will be based on information provided in this application, it is the researcher’s responsibility to provide all requested information on this form. If more space is needed to answer any question, please attach additional sheets. Supplementary materials may be attached, as appropriate.

**Name of Researcher:** **Date:**

**Mailing Address:**

**Office Phone:** **Home Phone:**

**Position:**

**Are you a Santa Ana Unified School District Employee? Yes\_\_\_\_\_\_\_\_\_ No:\_\_\_\_\_\_\_\_\_**

**Project Title:**

**Study Design:**

1. **What questions does your study seek to answer?**

1. **Please describe the ways in which the Santa Ana Schools would directly benefit from your study.**

1. **Is this study legally mandated?**

**If so, by what agency or authority?**

1. **Approximate dates of data collection – From:**
2. **Expected completion date of final report:**
3. **Please list school(s) in which the study, if approved, will be conducted.**

1. **Please explain your selection of these schools.**
2. **Please indicate the number of participants and the approximate amount of time that would be required of each participant.**

1. **What funding do you possess to cover costs to the school or District?**

1. **Describe the specific procedure to be used to select participants.**

1. **Please describe school records that you wish to examine and indicate how they relate to your study.**

1. **Please describe and attach the instruments, forms, questionnaires, or tests to be used to collect data and explain how those instruments relate to the study.**

1. **Teacher Questionnaire/Survey:**

1. **Who will be responsible for administering tests or questionnaires and how they will be administered?**

1. **List the facilities at each school that you will need.**

1. **How will the data be physically tabulated?**

1. **What analytical tools will you use in your design?**

1. **Will you request use of the district computer in either data collection and/or data analysis?**

**If yes, explain:**

1. **Do you plan to send parent permission forms?**

1. **How will you report the results of the study, and to whom? (If approved, the researcher will provide the results of the study to the District)**

1. **To the copies of this application, the following is attached:**

**1)**

**2)**

**3)**

**Statement of Researcher:**

**In submitting this application, I assure the Santa Ana Unified School District that I will conduct the research in all respects according to the conditions under which this application may be approved, including the Guidelines for Research Projects in the Santa Ana Unified School District. In compliance with the Education Rights and Privacy Act of 1974, I assure the Santa Ana Unified School District that identifiable data collected for this study will be kept confidential. Upon completion of this research, I will present to the department of Research and Evaluation of the Santa Ana Unified School District a copy of the findings and an abstract of my final report on** **of** **.**

**(month) (year)**

**Principal Researcher:**

**Approval of supervisor or Study Advisor:**

**I have reviewed this research request, the description of the research study and the attached instruments, and give my approval to this study.**

**Name:**

**Position:**

**School Instruction:**

**Department:**

**Phone:**

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**Signature**