



## **STUDIES CONDUCTED WITHIN THE DISTRICT**

Three hard copies of the following are needed before proceeding with your request for approval:

A letter of request outlining the name of the researcher(s) and academic credentials, the purpose and scope of the study, the method of study or investigation to be used, the extent of participation expected of students and staff, the value or benefits of the study to the district children, parents, or community and the schools, and the number of students involved shall be sent to the Superintendent. A copy of all questionnaires, tests, surveys, interview and consent forms, and other appropriate materials shall accompany the letter of request.

In addition, make sure to respond to each of the following:

1. Summary of existing data or literature that support your research (include full references).
2. How your study addresses a relevant educational problem at BCSD.
3. How your study shows potential for improving BCSD instructional programs and strategies.
4. How your study is designed to minimize interruptions and demands upon the time of students and staff.

Please send your full proposal directly to me at the address provided below.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Upon district approval, an official IRB approval letter will need to be presented prior to any data collection.

If you have any questions or concerns, please contact me directly.

Thank you,

Evellyn Elizondo, Ph.D.  
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