



EXTERNAL REQUEST TO CONDUCT RESEARCH

Anne Arundel County Public Schools (AACPS) offers graduate students and other professionally qualified individuals and research organizations an opportunity to conduct relevant educational research studies within the school system.

All research conducted in AACPS requires written approval from the Executive Director of the Instructional Data Division (IDD), or his/her designee, upon completion of the review process outlined below:

1. Requests to conduct research are submitted to the Instructional Data Division Research Office.
2. An initial evaluation of the research request is made by the Senior Manager of Research or the Executive Director of the IDD.
3. The request is then forwarded to the Research Review Committee. Each committee member evaluates the research request based on factors “a-h” listed below.
4. Completed committee member decisions are forwarded to the Senior Manager of Research, who compiles the results in order to arrive at a decision regarding the status of the research request.
5. This information is forwarded to the Executive Director of the IDD who reviews each request and the recommendation of the Senior Manager of Research. The Executive Director makes the final decision and a letter of Approval/Disapproval is sent to the researcher from the IDD office.

Factors considered in assessing a request to conduct research include the following:

- a) The research aligns with the AACPS Strategic Plan.
- b) Availability of research sites and subjects of the kinds requested.
- c) The nature and amount of interruption required within the educational program.
- d) The research avoids unreasonable/intrusive data collection or presents an undue burden on school/BOE personnel.
- e) The research avoids conflict with state testing programs.
- f) The research meets the needs for the schools to safeguard the personal and legal rights of students, parents, and staff under FERPA¹ and other state and federal law.
- g) The research is in line with relevant AACPS policies, procedures, and regulations².
- h) All Application to Conduct Research form sections been completed.

Instructions: Applicants wishing to conduct research in AACPS are required to complete the [Application to Conduct Research](#) form. Submit the *Application* form and accompanying materials using this form with your information printed below as a cover page to: Instructional Data Division, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, MD 21401.

Research Request Date: ____/____/____ Applicant Name: _____

Project Name: _____

Office Use Only: Request Status

Initial Evaluation Decision - Reviewer 1: Accept Reject

Reviewer 2 Decision: Accept Reject

Reviewer 4 Decision (optional): Accept Reject

Reviewer 3 Decision: Accept Reject

Reviewer 5 Decision (optional): Accept Reject

Final Decision: Accept Reject

If rejected, list reason(s) and initial here:

¹ <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> and http://www.aacps.org/aacps/boe/board/newpolicy/Sections/section_900/reg_jh_ra.pdf

² http://www.aacps.org/aacps/boe/board/newpolicy/Sections/section_600/adminreg604.01.pdf