

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

Clarksville Montgomery County School System

1. SCOPE:
   1. This procedure outlines the process of approving requests to conduct research in the Clarksville Montgomery County School System (CMCSS)
2. RESPONSIBILITY:
   1. Director of Accountability
3. APPROVAL AUTHORITY
   1. Director of Accountability
4. DEFINITIONS:
   1. Research: For this procedure, research refers to collecting data in the school system to be used in research studies such as a thesis or dissertation
   2. CMCSS Research Committee: The team that reviews the requests to conduct research
5. PROCEDURE:
   1. The researcher contacts assessment@cmcss.net for directions from *A Handbook for Research Procedures*
   2. The researcher requests in writing permission from the CMCSS Research Committee by emailing assessment@cmcss.net
   3. The CMCSS Research Committee meets and takes action on the request
   4. The Director of Accountability notifies the researcher in writing of the committee’s decision
   5. If research is approved, the researcher must return a signed confidentiality agreement and proof of completing training associated with protecting participants when applicable
   6. If research is approved, the researcher contacts appropriate district personnel to begin their research
      1. After district level approval, principals have the authority to accept or deny requests for research
6. ASSOCIATED DOCUMENTS:
   1. *A Handbook for Research Procedures*
   2. Letter Requesting Permission
   3. Notification Letter
7. RECORD RETENTION TABLE:

Identification Storage Retention Disposition Protection

Request and Data Three years Discard as Secured

Notification Analysts Desired Building

1. REVISION HISTORY:

Date: Rev. Description of Revision:

1/17/05 Initial Release

6/25/07 Revise procedure to include ‘A Handbook for Research

Procedures’ and update flowchart

6/25/15 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 Revise personnel listed in procedure guide and updated “A Handbook for Research Procedures”.

2/14/19 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).

1. FLOWCHART:
   1. A flowchart detailing this process can be found in ‘Exhibit A of this procedure
2. SAMPLE REQUST:
   1. A sample letter used to request permission to conduct research can be found in ‘Exhibit B’ of this procedure

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

Exhibit A

**Requests for Conducting Research Flowchart**

Directions given to

researcher

Researcher requests

permission to conduct

research from the CMCSS

Research Committee (RC)

Research notified of

decision

End

RC approves

or denies

Approves

Researcher contacts

personnel to begin

research

Researcher

contacted, end of

procedure

Denies

Exhibit B

**Sample Research Proposal Letter**

January 10, 2018

Director of Accountability

Clarksville-Montgomery County School System

1312 Highway 48/13

Clarksville, TN 3040

To the CMCSS Research Committee:

I am pursuing an Education Specialist degree at Austin Peay State University and am presently enrolled in Education 6050 Seminar on Research. A requirement for the course as well as the degree is the development of a proposal for research. This letter is a request for permission to conduct research using archival data from the Clarksville-Montgomery County School System.

Students’ dropout rates as well as graduation rates are of great concern in the CMCSS, as well as throughout the United States. The challenge for all school systems is to find viable solutions to help decrease dropout rates and increase graduation rates. Since I am a Secondary Instructional Technology major I would like to look at the following: *Credit Recovery: A Technology-based Intervention to Increase the Graduation Rate at Northwest High School*. I plan to use archival data from 2002-2009 if available.

I would like to answer the following questions:

* What differences exist in graduation rates after the implementation of a credit recovery program? What differences exist in retention after the implementation of a credit recovery program

I am requesting access to historical data between the years of 2002 and 2009 from Northwest High School. Please find attached a list of all data I wish to use for this research and my approved IRB from APSU.

Thank you for consideration of my research proposal. I look forward to your suggestions.

Sincerely,

Your name

Title or position

school

[e-mail](mailto:carolyn.ross@cmcss.net)

phone