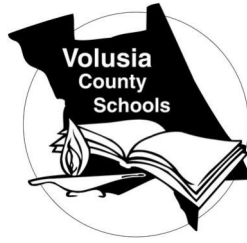


**Volusia County Schools  
RESEARCH PERMISSION REQUEST**



PRINT OR TYPE PLAINLY  
USE ADDITIONAL PAPER IF NECESSARY

Researcher:	Date:	
Mailing Address:	Telephone Numbers:	
	E-mail Address:	
Sponsor (University/Agency):	Major Professor:	
<p>Are you an employee of Volusia County Schools?</p> <p>If yes, where do you work?</p>		
Title of Research (Study Topic):		
Statement of problem or need to be addressed:		
BRIEF DESCRIPTION OF RESEARCH (Hypothesis, research design, statistical treat of data:		
<p>Note: SUBMIT WITH THIS DOCUMENT any tests, questionnaires, survey, letters, applicable to your research.</p>		
<b>PROCEDURES</b>		
<i>Grade Level(s)</i>	<i>Number of Participants</i>	<i>Population to Study</i>

How will the participating subject's be selected (randomly, matched, etc.)?

**REQUESTED PARTICIPANTS**

<i>School or Department Name(s)</i>	<i>Students? Teachers? Administrators?</i>	<i>How Many?</i>	<i>Estimated Time Required</i>	<i>Activity Involved</i>

Estimated Date Research will Begin: \_\_\_\_\_

Estimated Date Research will be Complete: \_\_\_\_\_

School facilities needed (briefly list space, materials, equipment, etc. necessary for the proposed research. Also describe the purpose of use intended for each item listed.):

## **NOTE**

### **IF YOUR RESEARCH REQUEST IS APPROVED BY THIS OFFICE:**

- Participation to conduct your research is at the sole discretion of the principal, teachers, and parents for all students involved. We request that you complete your study with as little disruption to the instruction day as possible.
- Approval will not permit use of school district electronic mail system for distribution.
- Parent Consent Forms will be necessary for all data collected directly from students.
- All clothing and conduct will be professional while on school board property.
- Employees requested to filter necessary data into specialized reports will be compensated at their hourly rate of pay.
- For safety issues, discussions with students or parents is strictly, prohibited in parent pick-up, or bus transportation areas.

### **ENCLOSURE CHECKLIST**

*One copy of each of the following must accompany this request.*

- [ ] Completed research permission request form
- [ ] An abstract of the research (one page limit)
- [ ] Evidence of a review of the relevant literature and previous research
- [ ] Instruments to be used
- [ ] Procedures to be used to ensure confidentiality of subjects
- [ ] Parental permission form and/or subject permission form

**ALLOW TWO WEEKS UPON RECEIPT OF THIS REQUEST  
FOR A WRITTEN RESPONSE.**

RESEARCHER NAME: \_\_\_\_\_  
(PRINT)

SIGNATURE: \_\_\_\_\_

SPONSOR NAME: \_\_\_\_\_  
(PRINT) (if applicable)

SIGNATURE: \_\_\_\_\_

**Documents may be e-mailed or mailed to:**

Mr. Eric Holland, Assistant Director  
Digital Learning and Assessment  
Volusia County Schools  
PO Box 2118  
DeLand, FL 32721



Need to Contact Us?

**Office of Digital Learning and Assessment**

Phone: (386) 734-7190 ext. 20650

[twosteen@volusia.k12.fl.us](mailto:twosteen@volusia.k12.fl.us)