

## RESEARCH PROJECTS AND SURVEYS

The following procedures will be followed by all individuals or agencies requesting to conduct research projects and surveys within the Waterloo Community School District:

1. A research request form should be secured from the Associate Superintendent for Educational Services. This request form outlines the reason for the research and details who will be asked to provide information, when the research will take place, and how results will be disseminated.
2. Completed request forms should be submitted to the Associate Superintendent for Educational Services.
3. Initial review of the project will be completed by the appropriate division administrators. The Associate Superintendent for Educational Services will make a recommendation for approval/disapproval.
4. Requests will be reviewed within two weeks of the date of submission when possible.
5. Criteria to be used in reviewing the research project or survey will include the feasibility of the request, benefits to be derived by the District, and the merit of the proposed study or survey.
6. The provisions of The Family Education Rights and Privacy Act of 1974 must be followed.
7. If District personnel time, services, or materials are needed to secure requested information, the researcher will be assessed the actual costs incurred.
8. All individuals or agencies conducting approved research projects and/or surveys, shall upon completion of the project, furnish the Waterloo Community School District with a copy of the report, dissertation, or thesis.
9. Approved research projects or surveys that involve sending letters or other information to parents must have such letters or information cleared by the Associate Superintendent for Educational Services, and should indicate that the research project or survey has been approved by the District.

Legal Ref.: Family Education Rights and Privacy Act of 1974

Cross Ref.: 401.4 Employee Records  
506.3 Student Records Access

ADOPTED: 2/11/91  
7/23/99  
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2/4/10

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