

SCHOOL PERMISSION TO CONDUCT RESEARCH

<Note to investigator: Use this form to obtain permission from schools at which your research is conducted.>

January 24, 2013

Dear Institutional Review Board:

The purpose of this letter is to inform you that I give *<Name of Principal Investigator>* permission to conduct the research titled *<Title of Research Study>* at *<Name of School>*. This also serves as assurance that this school complies with requirements of the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) (see attached for specific requirements) and will ensure that these requirements are followed in the conduct of this research. Investigator has permission to conduct the following listed research activities: *<list activities such as interview, record reviews, educational activities, etc.>*

Sincerely,

<Name of Signatory>
<Title of Signatory>

- The right of a parent of a student to inspect, upon the request of the parent, a survey created by a third party before the survey is administered or distributed by a school to a student. Any applicable procedures for granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received.
- Arrangements to protect student privacy that are provided by the agency in the event of the administration or distribution of a survey to a student containing one or more of the following items (including the right of a parent of a student to inspect, upon the request of the parent, any survey containing one or more of such items): Political affiliations or beliefs of the student or the student's parent. Mental or psychological problems of the student or the student's family. Sex behavior or attitudes. Illegal, anti-social, self-incriminating, or demeaning behavior. Critical appraisals of other individuals with whom respondents have close family relationships. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers. Religious practices, affiliations, or beliefs of the student or the student's parent. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- The right of a parent of a student to inspect, upon the request of the parent, any instructional material used as part of the educational curriculum for the student. Any applicable procedures for granting a request by a parent for reasonable access to instructional material received.
- The administration of physical examinations or screenings that the school or agency may administer to a student.
- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.
- The right of a parent of a student to inspect, upon the request of the parent, any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Any applicable procedures for granting a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.