To whom it may concern:

Thank you for your interest in conducting research in the Springfield City School District. Our district highly values research for its ability to improve education as well as aid future generations of students and educators.

All research which involves Springfield students, parents, and/or district personnel, or the sharing of data regarding these individuals, must be pre-approved by the district.

The first step of the process is the submission of two documents, the Research Proposal and Statement of Agreement, to the district’s Coordinator of Assessment, Accountability, and Research who will begin the review process. This review will typically last from one to two weeks, depending on the study.

The primary criteria that will be used to evaluate these documents are as follows:

1. **Purpose**

   Preference will be given to studies in areas that:
   - improve academic achievement,
   - are of high concern and potential usefulness to the district, and/or
   - contribute to the education field, in general.

2. **Design**

   - Justification of the study through theoretical literature.
   - Adequacy of research questions, methodology, and data analysis.
   - Explanation of the study's benefit to the district.

3. **Protection of Participants**

   - Adherence to the Family Educational Rights and Privacy Act (FERPA) and other protective laws regarding family and student rights, their privacy and protection.
   - Securing of student assent and parent/guardian consent forms, if applicable.
   - Securing of institutional review board approval, if applicable.
   - Safeguarding of student, parent/guardian, and/or district personnel information.

4. **Logistics**

   - Minimum disruption of district, school and classroom operations.
   - Minimum time required of students, parents, and/or district personnel.

You will be notified when the review process is complete.

If you have any questions or concerns, please call 937/505-3838 or email akercm@spr.k12.oh.us.

Sincerely,

Crystal M. Aker, Ph.D.
Coordinator of Assessment, Accountability, and Research