

Education Program

Series 600

Policy Title: Application for Pilot-Experimental-Innovative Projects-Research

Code. No. 602.4-E

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Complete this form in duplicate and return to either the Director of Learning, Marshalltown Community Schools, 1002 S 3rd Ave, Marshalltown, IA 50158.

1. General Information

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_

Resident of Marshalltown? Yes \_\_\_ No \_\_\_

Resident of Iowa? Yes \_\_\_ No \_\_\_

Marshalltown Contract Teacher? Yes \_\_\_ No \_\_\_

Student Teacher? Yes \_\_\_ No \_\_\_

Sponsoring Institution/Agency \_\_\_\_\_

2. Your proposed research project must include the following details:

- Title of Study
- Purpose for pursuing research (thesis, advance degree work, personal information, etc.)
- Description of problem, including hypotheses and statistical treatment
- Specific data required
- Schools to be surveyed (if known)
- Number of pupils to be surveyed
- Number of teachers and other staff members to be surveyed
- Dates research will be conducted (if known)
- Estimated amount of staff and student time required
- An outline of procedures you will follow in distribution, administration, and collection of instruments requiring staff or student response

PLEASE NOTE:

- a. Contact individual buildings when approval is granted by the director.
- b. This application must be accompanied by one copy of all instruments used in the research.
- c. Allow five weeks for review and evaluation of your request. Please understand that the Marshalltown Community Schools have a responsibility for the education of approximately 5,000 students. With several colleges and universities in the region, it may not be possible to honor all requests because of the many applications.
- d. To avoid conflicts in opening and closing school activities, research must be scheduled between October 1 and April 1.

- e. An interview with the applicant may be necessary.
- f. Any news release or story must be cleared through the director.

I understand that the granting of permission to pursue this research project in the Marshalltown Community Schools obligates me to provide three copies of an abstract of findings to the Director of Learning or designated representative, and one copy to each principal of the building where the project was carried out. At the request of school officials, I agree to provide them with one complete copy of all findings directly resulting from the study. I further agree to comply with all conditions described in "Instructions for Requesting Approval to Conduct Research in the Marshalltown Community Schools 602.4-R."

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Sponsoring Professor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Director of Learning

\_\_\_\_\_  
Date

Adopted: October 1, 2018

Amended:

Reviewed: