# Working with Students in Primary & Secondary Education

School districts vary in their process to review research conducted in their schools and with their students. Contact the school well in advance to see what their process and timeline is to review proposed research and what type of research is allowed. Special issues to consider:

* The school district’s regulations and policies of what data can be shared or collected
* [Family Educational Rights and Privacy Act (FERPA)](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)
* [Protection of Pupil Rights Amendment (PPRA)](http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html)
* Parental Consent/Permission: Almost all research with school children will need to have signed parental consent or, at a minimum, the parents will need to be informed of the research. [Information regarding parental consent and child assent](http://answers.hhs.gov/ohrp/categories/1570). Also see the optional module in the CITI site: “Research in Public Elementary and Secondary Schools – SBE.”
* [How the students will be assented](http://answers.hhs.gov/ohrp/search/results?category_id=1570&q) (pay close attention to readability level for print assent or a verbal script)
* Exempt review considerations: Survey or interview procedures with children cannot be reviewed via the exempt process (even if the survey is anonymous). Additionally, only observation without interaction can be considered exempt with children. Does your research involve regular and special education strategies, or an examination of the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods? If so, this study may meet the exempt criteria #1. 45CFR46.101(b)(2)

## Poudre School District (PSD)

PSD has an application process for review of research to be conducted in their schools. [View their applicatoin](https://www.psdschools.org/department/research-analysis). All research applications must be submitted to Dr. Dwayne Schmitz. His email is [dschmitz@psdschools.org](mailto:dschmitz@psdschools.org). PSD’s average review time is 30 days. A CSU IRB approval is not required for PSD to begin reviewing a research request, although PSD would like a copy of a CSU IRB approval when available. Once PSD’s approval is obtained, include the approval document in your CSU IRB materials or upload the email/document to your approved CSU protocol as an amendment in eProtocol. Once you have PSD’s tentative approval, a background check must be obtained and paid for by the researcher prior to conducting research activities within PSD.

## Greeley/Evans School District

To obtain an application packet, contact Colleen O’Neil, Director of Planning and Accountability, [CBLEVINS@greeleyschools.org](mailto:CBLEVINS@greeleyschools.org). Her phone number is [(970) 348-6266](tel:9703486266). Their average review time is 10 business days. For CSU and Greeley/Evans collaborations, please obtain CSU’s IRB approval first. Provide Greely/Evans CSU’s approval, a copy of the protocol and approved consent documents; along with their application for their review. Once Greeley/Evans’ approval is obtained, upload the email/document to your approved protocol as an amendment in eProtocol.

## Thompson School District

Thompson has an application that must be submitted for review by their research review committee. Their Research Philosophy and application can be found on their [School Operations Policies website](http://tsd.schoolwires.net/site/Default.aspx?PageID=966), under section LC-E. For CSU and Thompson School District collaborations, please obtain CSU’s IRB approval first. Provide the district CSU’s approval, a copy of the protocol and approved consent documents; along with their application for their review. Once Greeley/Evans’ approval is obtained, upload the email/document to your approved protocol as an amendment in eProtocol.

## Denver Public Schools

If you are planning to conduct research within the Denver Public Schools district (including charter schools within this district), please contact their Department of Assessment, Research & Evaluation. [Access the submission requirements](http://testing.dpsk12.org/reseach_eval/research/conducting_research/conductingresearch.htm). Their turnaround time from submission to approval is ~3-5 weeks. For more information, please contact Yu-Lu Hsiung, Research Manager, at: [(720) 423-3310](tel:7204233310); [yu-lu\_hsiung@dpsk12.org](mailto:yu-lu_hsiung@dpsk12.org); Accountability, Research & Evaluation Hotline [(720) 423-3736](tel:7204233736); [RRB@dpsk12.org](mailto:RRB@dpsk12.org)

## Cherry Creek Schools

If you are planning to conduct research within the Cherry Creek School district (including charter schools within this district), please contact their Office of Assessment & Evaluation. [Access the submission requirements](http://www.cherrycreekschools.org/AssessmentEvaluation/Pages/Research-Requests.aspx). For more information, please contact: [(720) 554-5001](tel:7205545001); [assessment@cherrycreekschools.org](mailto:assessment@cherrycreekschools.org).