



Application to Conduct Research in Henry County Schools  
School Level Application

1. Name, address, phone number(s), and email address(es) of the person requesting approval to conduct research in Henry County Schools:

**Name:**  
**Mailing Address:**

**Phone Number:**  
**Email Address:**

2. Name, address, phone number(s), email address(es), of the applicant’s advisor and/or sponsoring institution:

**Agency Name:**  
**Advisor Name:**  
**Agency Address:**

**Phone Number:**  
**Email Address:**

3. Description of applicant’s affiliation to Henry County Schools. **Note:** If you are not currently employed by Henry County Schools, you will need to complete the district approval process.

4. Date application was submitted:

5. Timeline for proposed research (data collection, analysis, submission of final report to Henry County Schools) **Note: Dates for data collection should not be scheduled more than 60 days of submitting initial request to conduct research:**

6. Summary of research study that includes:
  - a. Brief summary of your research study
  - b. Statement of the research problem/question
  - c. Approximate number and description of intended research subjects/participants
  - d. Existing relationship between the researcher and the participants
  - e. Data and information that will be needed (including access to records, such as students' grades, test scores, attendance data, or demographic information)
  - f. Any other means of collecting data (e.g., surveys, questionnaires, interviews, focus groups, classroom observations, etc.)
  - g. Indicate the degree the proposed research is in fulfillment of (masters or doctoral)

7. Copy of the statement that shall be provided to all intended subjects stating that participation is voluntary: ***submit as an attachment***
8. An explicit statement of confidentiality (“...no names of teachers, schools, or the system will be mentioned in the final report...”): ***submit as an attachment***
9. A statement/email noting the approval from the Henry County School principal to conduct research on school campus: ***submit as an attachment***  
**Note: While applicants must submit requests to conduct research to the Henry County District Office, the final authority to approve or deny school data collection, surveys, etc. rests with the individual principal of the school asked to participate**
10. Evidence that the university Institutional Review Board (IRB) has approved this study proposal or a letter/email from a program advisor or sponsoring agent, saying that he/she has reviewed and approved the study proposal: ***submit as an attachment***
11. Copy of survey instruments, questionnaires, etc. that will be used to gather data: ***submit as an attachment***
12. Copy of the consent form(s) to be used to inform participants and parents about the study and request permission to directly participate or allow their child(ren) to participate: ***submit as an attachment***

**Please submit all application materials and attachments to your principal.**



### Principal Approval Form

Action Researcher's Name: \_\_\_\_\_

Action Research Project Title: \_\_\_\_\_

School Name: \_\_\_\_\_

Principal Name: \_\_\_\_\_

**Principal's affirmation:** The researcher's application has been reviewed by me, or my designee, and meets all of the following requirements:

- Includes a statement of approval from the program advisor or Institutional Review Board (IRB)
- Includes parental consent forms and informed consent documents (for participants), where needed
- The parental consent and informed consent documents are error-free. I have reviewed the forms to verify that there are no mechanical or grammatical errors before distribution to parents, staff or students

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to principal: Please submit only the Principal Approval Form to:**

Lisa Orr  
Elementary Programming Coordinator, Learning and Leadership Services  
33 N/ Zack Hinton Parkway  
McDonough, Georgia, 30253  
(770) 957-7189 office  
(770) 957-0301 fax  
Lisa.orr@henry.k12.ga.us