

**Shelby County Schools
RESEARCH INFORMATION**

Title _____

1. Summary of Proposal/including timeline	How was this topic chosen?
	How it will improve learning?
	Benefits to system
	school
Statement of Need (Evidence & Data)	teachers
	students
2. Hypothesis /Purpose (s) list all	
3. Procedure(s) outline with timeline	Step 1
	2
	3
	4
4. Sample (Description)	
Who will be involved?	
How many will be involved?	
How will they be selected?	
5. What is required of system?	
school?	
teacher(s)?	
parent(s)?	
6. What instruments will be used? (They must be attached to request?)	
How were they developed?	
7. How will results be reported?	
8. How will results be shared? (with others) (Shelby County Schools)	
9. <i>Shelby County Schools offers educational and employment opportunities without regard to race, color, national origin, religion, sex, or disability.</i> Are there any issues in the proposal that conflict with this?	
10. Are there any FERPA issues related to the study? How will they be addressed?	

**REQUEST TO CONDUCT RESEARCH IN SHELBY COUNTY SCHOOLS
(To Be Attached to Copy of Prospectus)**

With the approval of my advisor and/or chairman, I hereby request approval to conduct the following research in Shelby County Schools:

Name of Researcher _____

Address _____

City _____ State _____ Zip _____ Phone _____

Institution _____

Department _____

Advisor / Chairman _____

Address _____

City _____ State _____ Zip _____ Phone _____

Prospectus Title _____

Please attach any and all surveys that may be conducted along with this research, if applicable. Copies of all surveys must be provided prior to approval being granted.

Any interaction with student(s) requires a background check on the researcher or surveyor and must be paid for by the researcher and/or surveyor prior to any research or survey project being commenced.

Signature of Researcher

Signature of Advisor / Chairman

Date: _____

Date: _____

Submit completed Research Request form to:

**Peggy Jones
Shelby County Schools
160 S. Hollywood Street
Memphis, TN 38112
FAX: (901) 321-2559
Email: p1jones@scsk12.org**

DO NOT WRITE BELOW - FOR OFFICE USE ONLY

Copy to:
Researcher

Advisor/Chairman

School(s)

SHELBY COUNTY SCHOOLS	
Approved: _____	Denied: _____
By: _____	
Title: _____	
Date: _____	

(See Reverse Side)