



RESEARCH PERMISSION REQUEST
Seminole County Public Schools, Florida
400 East Lake Mary Blvd
Instructional Support Services Department
Sanford, FL 32773
407.320.0022



Researcher:		Date:	Phone #
			Email:
Address:		Sponsor (University/Agency):	
		Professor:	
Proposed date for start of on-site operations:	Expected date of termination of on-site operations:		Target date for receipt of your results/discussion to this office:
Title of Research (topic):			
Statement of Problem or need to be addressed:			
Briefly describe what you would like to do:		Briefly list measures to be taken and instruments to be used (include a copy of those instruments not in common use and any available technical support on these instruments.)	
Briefly describe subject groups participating in the research:			
Grade level	Total #	Relevant Characteristics	
How are participating subjects selected (randomly, matched, etc.)?			



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School/Department Involvement <i>(Indicate # of school sites by level)</i>		School/Department Personnel Involved <i>(e.g., teachers, administrators, guidance counselors, etc.)</i>			
# of each school level	School or Department Name	Type of Personnel	#	Time Required	Activity Involved

School facilities needed (briefly list space, materials, equipment, etc. necessary for the proposed research—also list the purpose or use intended for each item listed)	
Item	Purpose

Please be advised, the principal has the authority to decide if he/she wishes to participate in your study. Your research should not interfere with staff duties or instructional time of students. Please do not use SCPS email or courier mail to disseminate your research information.

Signature of Researcher: _____	Signature of Sponsor: _____
Please Print Name: _____	(University/Agency) Please Print Name: _____
Date: _____	Date: _____

ENCLOSURE CHECKLIST <i>(One copy of each of the following must accompany this request)</i>	
	Completed research permission request form.
	An abstract of the research (3 page limit)
	Evidence of a review of the relevant literature and previous research.
	Instruments to be used.
	Procedures to be used to ensure confidentiality of subjects.
	Parental permission form and/or subject permission form.