

## **Preparing a Request for Permission to Conduct External Research in Klein Independent School District**

Please submit one electronic copy with the required attachments and appropriate signatures to [asalinas3@kleinisd.net](mailto:asalinas3@kleinisd.net). All requests must be accompanied by the following documents and attachments. (Incomplete requests will not be considered.)

1. **Proposal cover letter**
  
2. **Written outline** that addresses the following clearly defined components:
  - I. Title of the study
  - II. Name, position, title, address, telephone number, and institution represented for each researcher.  
For graduate dissertation/thesis, include the signature of student's major advisor in the cover letter.
  - III. Project timeline including beginning and ending dates and the amount of time required for each of the proposed research activities to be conducted within the district.
  - IV. Purpose of research (e.g., graduate dissertation/thesis, individual research, class project, publication, other).
  - V. Theoretical basis of study including research questions and hypotheses.
  - VI. Type of research (e.g. qualitative, quantitative, experimental, or quasi-experimental).
  - VII. Sampling design and rationale, including number and type of schools, names of schools, number and types of students or staff or names of departments and type of staff.
  - VIII. Relevance of research to Klein ISD including:
    - A. Reasons for conducting research in Klein ISD.
    - B. Subsequent use of results.
    - C. Benefits to the district and relevance of project to the district's stated mission and goals.
  - IX. Methodological Procedures including:
    - A. Instruments with source/publisher along with reliability and validity information.
    - B. Instruments must be administered in the participants' cognitive academic language.
    - C. Data collection procedures, persons who will be collecting the data, time frame for collecting data, need for district archival data.
    - D. Methods for maintaining confidentiality.
    - E. Data analysis procedures for each research question.
    - F. Procedures for storing data during the study and handling data after the completion of the study.
  - X. Assurance that Klein ISD is not named in the final reports or subsequent presentations.
  - XI. Informed Consent Procedures for obtaining written consent including written consent forms for speakers of languages other than English.
  - XII. Target date for submission of final report to the district.
  
3. **Required attachments including the following:**
  - A. Copies of instruments and their source/publisher in all languages required.
  - B. Copies of informed consent forms in all languages required.
  - C. Completed Human Subjects application from institution represented.
  - D. Approved thesis/dissertation proposal from institution represented.

**If you have any questions regarding the status of your request, please contact:**

Amanda Salinas  
Director of Research and Program Evaluation  
Klein ISD Teaching and Learning Center  
4411 Louetta Road  
Klein, Texas 77388  
832-249-4293  
[asalinas3@kleinisd.net](mailto:asalinas3@kleinisd.net)