

## REQUEST FOR RESEARCH WITH WARE PUBLIC SCHOOLS

Ware Public Schools appreciates the need for researched based evidence to identify best practices and interventions which will benefit the students, staff and faculty in our system. As a small district in Western Massachusetts we are occasionally selected as a potential research site. Any appropriate individual or entity may request our participation in a research project. We suggest that you address the areas below in your request, and will make every effort to respond to your request within 21 days.

Name of Proposed Research Project \_\_\_\_\_

Name of Individual Making Request \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

1. Why did you select Ware Public Schools?
2. What other districts will be participating?
3. What is the benefit to Ware Public Schools to participate in this research? Please delineate any incentives for participants or the district.
4. What is the time frame for the research?
5. How will the research be used?
6. How many students, teachers or other individuals will be part of the data collection?
7. How will the data be collected? (interview, existing data, survey, web-based)
8. How much time will individuals need to plan on while you collect your data?
9. Contact with individual students or review of records/test scores will require permission from parents. If applicable, provide a copy of the permission form, at a minimum in English and Spanish.
10. If you intend to use data in the aggregate, what information are you requesting which cannot be acquired through public sources (e.g.: DOE website or Ware Public Schools website)?
11. Will you receive a financial benefit for this research project?

- 12. Provide an executive summary of your research project.
- 13. Provide evidence from your institution that this research project has been approved.
- 14. Are there other items that we should consider or be aware of in our consideration of your research project?
- 15. When does the data need to be done? How many times throughout the year? How long if more than once a year? How long from the end of research or data set is the requested returned data to be done? What is the time frame?

Date Submitted: \_\_\_\_\_

Please return a hard copy of this request to Ware Public Schools, Office of Curriculum and Accountability, 239 West Street, Ware, MA 01082



Action/s: Taken on \_\_\_\_\_  
Date