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**RESEARCH AND/OR SURVEYS IN THE SCHOOLS – GUIDELINES
 (Administrative Regulation No. 6162.8)**

Listed below are those required guidelines to be followed prior to conducting research and surveys in the schools.

1. The project:
 - Serves an obvious educational purpose and/or the results will have value to the district, school or students.
 - Passes the criteria established in Education Code Section 60650 (copy attached).
 - Conforms to the Family Educational Rights and Privacy Act of 1974 (pages 124-127 – see notes on next page).
 - Shall not take an undue amount of class instructional time or disrupt the educational program in the school in any way.
 - Has approval of the University instructor (signature) or other supervisor on this form with a draft of survey or research project attached.
 - Has approval of the principal and district administrator prior to implementation.

2. Directions:
 - Student must secure the signature of the University Instructor on this form and attach an affidavit/letter of support, before presenting the information to the site principal.
 - Append the purpose and procedures to be followed in the administration of the project, including copies of all letters, forms, surveys, etc. to be distributed as part of the project, and provide description and/or assurances for the above criteria.
 - Secure indicated signatures.
 - At the completion of the project, submit a copy of the final product to the site principal. After review by the principal, the final product will be sent to the district office.

3. Special Notes:
 - Graduate degree requests will be considered above other requests.
 - Site level approval must be obtained before district level approval.
 - Out of courtesy to those contacted in the district, appointments by telephone or letter should be made in advance.
 - The signature of the Assistant Superintendent or other district administrator will be the clearance for the principal to make a decision regarding implementation of the project.

Signature:

Signature:

 University Instructor (if applicable) Date

 Principal Date

Approved for use in the CUSD:

 Signature of District Administrator Date

EDUCATION CODE

SECTION 60650. Personal Beliefs

No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality and religion, or any questions about his parents' or guardians' beliefs and practices in sex, family life, morality and religion, shall be administered to any pupil in kindergarten or grade 1 through grade 12, inclusive, unless the parent or guardian of the pupil is notified in writing that such test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take such test, questionnaire, survey or examination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – 1974

This act provides for:

Parents may inspect any data directly related to their children.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

Schools cannot permit release of personal information about pupils except under prescribed circumstances.

The schools may protect the rights of privacy of students and their families in connection with any surveys or data gathering activities.