



Research Study Requirements for Approval

The following information is required for approval:

1. A written description of the study you are planning to do.
2. A letter, from your study chairperson (with his/her signature), that gives you permission to do the study.
3. A letter from the graduate school that approves your Human Studies Research (send after you receive Institutional Review Board approval).
4. A copy of any survey questions or oral questions you plan to use in your study. These must be approved by Forsyth County Schools before data collection can begin.
5. A copy of your letter to participants stating that participation is voluntary.
6. If you are doing a study in a single school, a letter is required from the principal of that school giving you permission to proceed. If you are doing a study involving multiple schools, a letter from Lee Anne Rice (Associate Superintendent – Teaching & Learning) at the district-level will meet this requirement. If you need testing data or anything related to assessment, a letter from Lee Anne Rice is also required.
7. A letter with your signature stating that you understand that no students, staff members, schools, nor Forsyth County Schools' participation can be identified in any draft or final report of your study.
8. Agreement to provide Forsyth County Schools a copy of your completed research.

Please send your information to:

Forsyth County Schools
Victoria Horak
vhorak@forsyth.k12.ga.us
Superintendent's Office
1120 Dahlonega
Highway Cumming, GA
30040