

COMMUNITY RELATIONS

**Request for Access to Public Schools
for University Activity/Research**

Instructions:

- 1.0 All research requests must have been reviewed by the University's Institutional Review Board and/or appropriate departmental review committee (signed documentation attached).
- 2.0 Take requests to the appropriate Pullman School District Administrator(s) (see attached).
- 3.0 If approved by the district administrator(s), the request will be forwarded to the Pullman School District Superintendent for approval.
- 4.0 Requesting individual(s) will be contacted through his/her College Advisor as listed on the form, regarding approval/disapproval.
- 5.0 Following a successful approval, the individual requesting access will schedule a meeting with the appropriate district administrator prior to implementing the activity or research.
- 6.0 If approved, the request will be for the current school year, unless otherwise agreed to by the district.
- 7.0 If the request is for a research project, the district requests findings from the requesting individual(s).

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Rev.: September 1989

Revised: 1997

Requesting Individual(s):

Name(s): _____

Address: _____

Telephone Number(s): _____

Relationship to University:

Course Title: _____

Professor: _____

Address: _____

Professor's Telephone Number: _____

Purpose of Activity/Research:

Benefit to Participants of the Research, as well as, the Pullman School District

Written Correspondence to Student/Parents (i.e. parent permission, written descriptions, etc.)

Yes (if yes, attach sample) N/A

Details of time, Dates, Student Level (if applicable), Number of Students, Classrooms, etc.:

Description of Feedback Mechanisms (i.e. who will receive copies of completed research, by when, etc.) *Note: Refer to “Protection of Pupil Rights” definition attached to this form.*

Signatures:

Requesting Individual:

Date:

Requesting Individual:

Date:

University Faculty Member Direction Project/Research Date:
(If applicable)

Chairperson, Dept. of _____ Date:

District Administrator Date:

District Administrator Date:

Superintendent, Pullman School District No. 267 Date:

Legal Reference:

WAC 392-168-120 Definition--Hatch Amendment

As used in this chapter, the term "Hatch Amendment" means section 439 of the General Education provisions Act (GEPA), "Protection of Pupil Rights" which provides that:

- (1) Parents or guardians of children involved in a research or experimentation project supported with federal funds shall have a right to inspect instructional materials used in connection with the project; and
- (2) No student in such a project shall be required to submit to psychiatric or psychological examination, testing, or treatment which might reveal specified personal information without the consent of an adult or emancipated minor student, or for other minor students, without prior written parental consent. [Statutory Authority: RCW 28A.02.100 88-09-042 (Order 88-13); 392-168-120, filed 4/18/88.]