

## **Research Request and Assessment Evaluation Participation**

In order for schools/ centers to participate in a publishing house, research agency assessment battery (for the express purpose of “norming” or evaluation), the school/ center must abide by the following criteria:

- Schools/centers may not participate in any study/evaluation without permission of the Office of Catholic Schools and Centers.
- Full disclosure must be made to parents.
- **Written parental permission** for the students to be engaged in the research project must be obtained.
- **Written parental permission** for their child to participate in formal assessment must be obtained.
- No individual student information may be shared with the public or the publisher sponsoring the study.
- No information from the study which identifies the school or the diocese may be used for advertising purposes.
- Any contract must be approved by the Diocesan Attorney.

Individual requests for a school’s/center’s participation in a research study, i.e. doctoral study must have the approval of the Office of Catholic Schools and Centers. The following documentation must be submitted for review:

- A synopsis of the purpose of the research study.
- A copy of the Human Subject’s Committee approval.
- A copy of the survey instrument.
- A copy of the sample letter to be sent to parents.
- A copy of the parent release form.
- A statement of confidentiality.

The above will be reviewed and a decision made regarding the advisability of participating in the research study.