



## Application to Conduct Action Research in Newton County School School-Level Application

**Note:** Please submit all materials together – not separately. Otherwise, the application will be considered incomplete and ineligible for review.

1. Name, address, telephone number(s), and email address(es) of the person(s) requesting approval to conduct research in Newton County Schools. Be sure to include honorifics (e.g., Dr., Mr., Ms., Mrs., Miss.)

2. Names, addresses, phone numbers, email addresses and professional affiliations (e.g., college or university, agency, corporation, sponsoring institution) of the following individuals, if applicable.

Advisor:

3. Describe the purpose of the proposed research (e.g., specific degree or course requirement). If the proposed research is in partial fulfillment of a degree or certification, please provide the degree or program information below (including the name of the certificate or degree-granting institution).



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4. Describe your affiliation with Newton County Schools. **Note:** If you are not currently employed by Newton County Schools, you will need to complete the district approval process.

5. Date of submission of request to conduct action research in your school.

6. What is the timeline for the proposed research? Include approximate dates for data collection, analysis, completion, and submission of final report.

7. Describe the intended research subjects/participants.



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8. Briefly summarize (no more than a page) your research study. Be careful to include the following (in the text box on the next page):
- a. Statement of the research problem/questions
  - b. Approximate number of participants
  - c. Existing relationship between the researcher and the participants
  - d. Data and information that will be needed (including access to records, such as students' grades, test scores, attendance data, or demographic information)
  - e. Any other means of collecting data (e.g., surveys, questionnaires, interviews, focus groups, classroom observations, etc.)
  - f. Proposed research methodology



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Description of research study:

[Empty box for description of research study]



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**In addition, the following documents will need to be submitted along with your application:**

9. A copy of the statement that shall be provided to all intended subjects stating that participation is voluntary
10. A statement of confidentiality (no names of teachers, schools or the system can be mentioned in the final report)
11. Principal Approval Form (Attached).
12. Note/email from a program advisor, or Institutional Review Board, stating that the proposal has been reviewed and approved by the institution.
13. A copy of any survey instruments, questionnaires, etc. that will be used to gather data
14. A copy of the informed consent form(s) to be used to inform participants and parents about your study and requests their permission to directly participate or to have their child participate

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**Please submit all application materials and attachments to your principal.**



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**School-Level Application**  
**Principal Approval Form**

School Name: \_\_\_\_\_ Principal Name: \_\_\_\_\_

Action Researcher's Name: \_\_\_\_\_

Action Research Project Title: \_\_\_\_\_

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The researcher's application has been reviewed by me, or my designee, and meets all of the following requirements:

Includes a statement of approval from the program advisor or Institutional Review Board

Includes parental consent forms and informed consent documents (for participants), where needed

The parental consent and informed consent documents are error-free. That is, I have reviewed the forms to verify that there are no typos or grammatical errors before distribution to parents, staff or students.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

**Note to principal:** Please submit only the **Principal Approval Form** by mail or email ([janes.martha@newton.k12.ga.us](mailto:janes.martha@newton.k12.ga.us)) to the attention of:

Dr. Lynn Janes  
Director of Assessment, Accountability, Research and Evaluation  
Newton County Schools