



### **Research Guidelines**

Below are guidelines that will increase the likelihood of approval of proposed research studies:

- Prior to requesting data access, check to see if the data and definitions are accessible through the Ohio Department of Education and Workforce.
- Request access to the exact data that are needed for research; discrepancies between data requested and data needed may cause the request to be denied.
- Keep in mind the conditions that are applied to gain access, and follow any applicable restrictions. Create consent and assent forms that are readable and appropriate for the parent/guardian and student/staff. The Coordinator of Research, Assessment, and Data reviews these forms and may ask for modifications before granting access to data.
- Consider the length of the district's review cycle when planning research studies and submitting requests. Also consider any windows when students and staff may be on break.
- When requesting existing data, understand the district, its available data, and data limitations. Make feasible requests that match available datasets. For example, request grade spans that match a school's grade spans.
- The Springfield City School District does not allow incentives for participation in research studies.