Syracuse University Institutional Review Board

Research Sponsored by the U.S Department of Education

and/or conducted in Schools:

Principal Investigator:

Study Title:

1. **For Investigators working with schools, in the letter of co-operation confirm the school(s) have policies in conjunction with parents and the US Department of Education regarding the following:**
2. The right of parents to inspect, upon a request a survey created by a third party before the survey is administered or distributed by a school to students
3. Arrangements to protect student privacy in the event of the administration of a survey to students, including the right of parents to inspect, upon request, the survey, if the survey contains one or more of the same eight items of information.
4. The right of parents to inspect, upon request, any instructional materials used as part of the educational curriculum for students.
5. The administration of physical examinations or screenings that the school may administer to students.

Note to investigator: In general, schools may require a determination letter from the IRB outlining the approval status of your study prior to issuing a letter of co-operation. A determination letter stating “All IRB requirements have been met with the exception of the letter of cooperation from the school“ will be generated by the IRB; however, final IRB approval will not be granted until the letter of co-operation is received. **Contact the Office of Research Integrity and Protections (443-3013 or orip@syr.edu) for assistance.**

1. **Is this research funded by the US Department of Education?**

**[ ]  No If No, the form is complete, attach the letter of cooperation from the school(s) that**

**includes the information as outlined above- Section I. A-D.** (A sample letter of cooperation

for research conducted in schools is located at:[**http://researchintegrity.syr.edu/wp-content/uploads/2018/01/Letter-Of-Cooperation-Schools-SAMPLE.doc-2018.doc**](http://researchintegrity.syr.edu/wp-content/uploads/2018/01/Letter-Of-Cooperation-Schools-SAMPLE.doc-2018.doc)**.)**

**[ ]  Yes** If Yes, confirm that all instructional material-including teachers’ manuals, films, tapes, or other

 supplementary instructional material-which will be used in connection with any research or

 experimentation program or project will be available for inspection by the parents or guardians of

 the children engaged in such research.

[ ]  Check here to confirm that all materials (as described above) will be available for inspection

 by the parents or guardians of the children engaged in such research.

**[ ]  N/A** Not using instructional material as described above.

III. The Family Educational Rights and Privacy Act (FERPA)

**Is a waiver to parental and/or student consent to release student records for research being requested?**

**[ ]  No (If No, go to question IV below)** **[ ]  Yes**

1. The IRB designee may grant exceptions to parental and or student consent if an educational agency or institution is disclosing personally identifiable information from an education record of a student if the disclosure is to an organization conducting studies for, or on behalf of, educational agencies or institution to:
2. Develop, validate, or administer predictive tests;
3. Administer student aid programs; or
4. Improve instruction.

**Does your study include one or more of the above criteria?**

 **[ ]  No [ ]  Yes**

If No, your study does not qualify for a waiver of parental and/or student consent for personally identifiable information from an education record.

If Yes, the school district or postsecondary institution is required to enter into a written agreement with Syracuse University that specifies:

1. The determination of the exception;
2. The purpose, scope, and duration of the study;
3. The information to be disclosed;
4. That information from education records may only be used to meet the purposes of the study stated in the written agreement and must contain the current requirements in 34CFR99.31(a)(6) on re-disclosure and destruction of information (<https://www.law.cornell.edu/cfr/text/34/99.31>);
5. The study will be conducted in a manner that does not permit personal identification of parents and students by anyone other than representatives of the university with legitimate interests;
6. The university is required to destroy or return all personally identifiable information when no longer needed for the purposes of the study.
7. The time period during which the university must either destroy or return the information.

**Contact the Office of Research Integrity and Protections (443-3013 or orip@syr.edu) for assistance.**

1. Educational records may be released without consent under FERPA if all personally identifiable information has been removed including:
2. Student’s name and other direct personal identifiers, such as the student’s social security number or student number;
3. Indirect identifiers, such as the name of the student’s parent or other family members; the student’s or family’s address, and personal characteristics or other information that would make the student’s identity easily traceable; date and place of birth and mother’s maiden name;
4. Biometric records, including one or more measurable biological or behavioral characteristic that can be used for automated recognition of an individual, including fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.
5. Other information that, alone, or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

**Has all personally identifiable information been removed?**

 **[ ]  No [ ]  Yes**

1. **The Protection of Pupil Rights Amendment (PPRA)**

**Is a waiver to parental and/or student consent to participate in research (survey,** **psychiatric examination, testing, or treatment, or psychological examination, testing or treatment) being requested?**

**[ ]  No (If No, the form is complete, attach the letter of cooperation from the school(s))**

**[ ]  Yes (see below)**

1. No student shall be required, as part of any research project to submit without prior consent to surveys, psychiatric examination, testing, or treatment, or psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning one or more of the following:
2. Political affiliations;
3. Mental and psychological problems potentially embarrassing to the student or his or her family;
4. Sex behavior and attitudes;
5. Illegal, anti-social, self-incriminating and demeaning behavior;
6. Critical appraisals of other individuals with whom the student has close family relationships;
7. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
8. Religious practices, affiliations, or beliefs or the students or student’s parent.
9. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.

**Does your study include one or more of the above restrictions?**

**[ ]  No [ ]  Yes**

**If Yes, your study does not meet the criteria to conduct research without prior consent. Consent must be obtained.**

For research sponsored by the Department of Education:

* Research or experimentation program or project means any program or project in any research that is

designed to explore or develop new or unproven teaching methods or techniques.

* Prior consent of the student, if the student is an adult or emancipated minor; or

 Prior written consent of the parent or guardian, if the student is an un-emancipated minor. Schools and contractors must obtain prior written parental consent before minor students are required to participate in any U.S. Department of Education-funded survey, analysis, or evaluation.

* Children are persons enrolled in research who have not reached the age or majority as determined under state law.