**Research in Educational Settings – School Permission Template**

**Applies to research proposals to be conducted in K-12 schools or post-secondary institutions.**

*Instructions: Use the template below to collect Principal/Administrator Approval. The MSU student or researcher should fill out the top half of the form, and the institutional official (school principal, administrator, registrar as applicable) at the school site should complete the bottom half of the form. Then upload this documentation to your MSU Institutional Review Board application.*

**Permission to Conduct Montana State University Research at School Site**

Montana State University Researcher Name: Click or tap here to enter text.

Research Study Title: Click or tap here to enter text.

School/Institution Name: Click or tap here to enter text.

Location (City, State): Click or tap here to enter text.

Select the applicable MSU Researcher plans to request [FERPA-covered student educational records](https://www.montana.edu/orc/irb/ferpa.html):

Yes, my proposal includes the use of Student Education Records for MSU research purposes. (Written parental or Eligible Student consent is required per FERPA.)

No, I will not use Student Education Records.

School Administrator Approval

I verify that the proposed classroom research to be conducted by the Montana State University researcher above has been reviewed. I approve this research project at our school.

Regardless of the below school preferences, Montana State University IRB:

* Will review the research scope of work and require a FERPA Compliant Consent for use of Student Education Records in research. However, the school site holds the final authority on such record release.
* Requires an age-appropriate child assent (documentation of assent or simple assent statement accepted)

For research purposes, please check all that apply:

Our school requires parental consent.

Our school requires minor assent.

Our school does not require parental consent nor minor assent.

Approver Signature:

Approver Name: Click or tap here to enter text.

Approver Title: Click or tap here to enter text.

Date: Click or tap here to enter text.