



SCHOOL SITE VERIFICATION OF PERMISSION

Written permission must be obtained by the school district and from the school principal(s) prior to conducting research procedures. Two permission letters are included in this template, 1) school district permission letter and 2) school principal permission letter. You may require more than one school principal letter, and should prepare the second permission letter as needed.

DIRECTIONS FOR USE OF THIS TEMPLATE:

- The Instructions in red font should be deleted and replaced as directed.
- Checkboxes in the school district permission letter should be marked by the person signing the letter.
- The school district permission letter must be signed by a school district representative.
- The school principal permission letter must be signed by the school principal. A letter signed by the principal of each school that is a site of research procedures is required.
- Letters must be signed in order to be considered valid, and should be on official letterhead whenever possible. If you require assistance converting the signed document into PDF format and attaching it to the application, please contact the IRB at (559) 310-568-2305 or gpsirb@pepperdine.edu.

<<Date>>

Title of Study: <<insert title>>
Principal Investigator: <<insert name>>

To the Pepperdine University IRB,

As a representative of the <<insert school district name>> school district, I confirm that the school district grants permission for the proposed research to be conducted once IRB approval has been obtained. The research will take place in the <<insert school name(s) or other school district location(s)>>.

Family Educational Rights and Privacy Act (FERPA)¹

This letter confirms that the school district has policies and procedures in place as required by the PPRA and the proposed study complies with these policies.

If applicable, check one of the following:

_____ Written consent to disclose student information is required.

¹ <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
Version: 100812

_____ Written consent to disclose student information is not required. The school district has entered into use-restriction and data security promises with the investigator in accordance with PPRA.

Protection of Pupil Rights Amendment (PPRA)²

Check one of the following:

_____ The research falls under PPRA regulations and the IRB cannot waive written parental permission and the research proposal includes plans to adhere to PPRA regulations.

_____ The research does not fall under PPRA regulations.

Printed Name of School District Official

Title of School District Official

Signature of School District Official

Date

² <http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>
Version: 100812

<<Date>>

IRB Number: <<insert number>>
Title of Study: <<insert title>>
Principal Investigator: <<insert name>>
Sponsor or Funding Agency: <<insert sponsor>>

To Pepperdine University IRB,

As the principal of the <<insert school name>>, I am aware of the research procedures for the study. I give permission for the study to take place at <<insert school name>> and for the researcher to have contact with students at this site (as described in the research protocol). My permission is contingent upon <<insert school district name>> school district permission and IRB approval.

Printed Name of School Principal

Signature of School Principal

Date