

Please refer to our Research webpage for information about the Department's research agenda and related student data privacy laws that apply to data sharing. All requests involving student or teacher level records require a data sharing agreement to be established.

Title of Proposed Research Project:
Research Individual or Organization Name:
Address:
Name of Primary Researcher:
Title:
Phone Number:
Email Address:



Research Proposal Procedure

All proposals will be reviewed by the Research Proposal Committee using the following procedure for approval:



Provide a description of the research to be performed, including the following:

- Research question(s) to be addressed, type of study (research design), sample selection plan, and analysis plans.
- Connections to the Louisiana Department of Education's priorities ([Louisiana Believes](#)) and/or the LDOE Research Agenda;

- c) The specific data items that will be requested from the Louisiana Department of Education (Indicate level of data such as student, teacher, state, district, and/or site level requested as well as the specific school years and grades to be investigated in the proposed study)
- d) Other data that will be collected for the research and from whom;
- e) How the analysis will be reported and to whom; and
- f) The estimated date to receive the data from the Louisiana Department of Education.
- g) The estimated time the requested data will be needed (research timeline).

Please be aware of the following:

- a) Student level data must not leave the state of Louisiana per LA R.S. 17:3914.
- b) In compliance with the Family Educational Rights and Privacy Act (FERPA) codified at 20 U.S.C. 1232g to protect the privacy of students, suppression of data will be applied as necessary.
- c) Data must only be used for the purposes associated with the data collection and analysis specified in this Research Proposal.

Signature: _____ <i>Data Privacy Director</i>	Date: _____
Signature: _____ <i>Office of the General Counsel</i>	Date: _____

Place description of the research below: