



Requirements for Thesis, Dissertation, or Other Research Study Conducted by Oak Ridge Schools' Employees or Interns

The thesis, dissertation, or research proposal approved by the college or university representative must be submitted in detail along with the *Independent Research Agreement* form and the scope of work documents as outlined in *Appendix A, Application and Scope of Work Instructions*.

1. Teacher interns assigned to Oak Ridge Schools must follow these procedures in seeking approval for their required research projects.
2. Any person whose activity requires them to work alone with children outside the presence and direct supervision of school personnel must complete a criminal background check which includes fingerprinting, Tennessee Department of Children's Services Background Search, Tennessee Department of Health Abuse Registry Search and Tennessee Bureau of Investigations Sexual Offender Registry search.
3. Parental permission must be obtained if student input is used in the study.
4. The identity of the class, teacher, and students shall not be revealed in the study. Oak Ridge Schools may not be identified by name or identifying descriptors in papers developed subsequent to the study without written permission of the Superintendent.
5. The records, space, or personnel of Oak Ridge Schools required for work on the study must be used at the convenience of the school system rather than that of the writer.
6. Before data is used in publication other than the specified thesis, dissertation or research study, written approval of the Superintendent to use such data must be obtained.
7. A hardbound copy of the thesis, dissertation or research study, after its completion, must be provided to Oak Ridge Schools. Teacher interns assigned to Oak Ridge Schools are required to submit a hard copy (but not hardbound) of their research project.

I understand and agree to comply with the guidelines established above.

Signature

Date



Approval and Follow-up Record for a Dissertation/Thesis

Date:

Name of Researcher:

College/University:

Address:

Telephone Number:

Type of Study:

College/University/Advisor/Dissertation Chair:

Description of Project:

APPROVAL FOR SUBMISSION TO SUPERINTENDENT

	Comments:
Director, Pupil Services	
Executive Director of Teaching and Learning	
Executive Director of School Leadership	

APPROVAL BY SUPERINTENDENT

	Comments:
Superintendent	

FOLLOW-UP

Date Completed	Copy Received	Copy Circulated to	Copy Filed at	For Publication
				APPROVED
				Superintendent
				Date: