Reviewer:	Principal Investigator:
Protocol #:	Submission ID:

COMIRB DEPARTMENT OF EDUCATION RESEARCH CHECKLIST

Please check whether the following elements are adequately addressed in the materials submitted to the IRB and make comments, if necessary.

	Yes	No	N/A	Comments
I. Does the research involve the Department of Education in one of the following ways? *(If no, do not complete this checklist)* ☐ The research is funded by the Department of Education ☐ The research involves students at a public school that receives funding from the Department of Education	☐	☐	☐	
II. FERPA	**Yes**	**No**	**N/A**	**Comments**
Does the research involve the collection of identifiable data (other than "directory" information[1]) from students' school records? If yes, please check which of the following apply (MUST check [a], [b] or [c]): ☐ a) Written permission will be obtained from the parent, adult student, or student attending any school beyond the high school level ☐ b) Written permission from the parent/student is not obtained, but all personally identifiable information has been removed, including: • **name, SS#, student ID#, or other direct identifier** • **other identifiers, such as parent/family member names, family address, birth date/place, mother's maiden name, or other information that would make the student's identity easily traceable** • **biometric records, including fingerprints, retina/iris patterns, voiceprints, DNA sequence, facial characteristics, or handwriting** • **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**	☐	☐	☐	

☐ c) Written permission from the parent/student is not obtained, but the research is conducted by an organization for, or on behalf of educational agencies or institutions for one of the following purposes: ☐ **Develop, validate, or administer predictive tests** ☐ **Administer student aid programs** ☐ **Improve instruction** AND ☐ i. The study is conducted in a manner that does not permit personal identification of parents and students by anyone other than representatives of the investigators with legitimate interests AND ☐ ii. The investigators are required to destroy or return all personally identifiable information when no longer needed for the study. AND ☐ iii. There is a written agreement between the investigators and the school district (or post-secondary institution) that specifies: • **that permission is not being obtained under FERPA** • **the purpose, scope, and duration of the study** • **what information will be disclosed** • **the disclosed information may only be used to meet the purposes of the study stated in the written agreement and** • **the requirements in (c)[i] and [ii] above on re-disclosure and destruction of information, and specifies the time period in which the information must be returned or destroyed**				
III. PPRA	**Yes**	**No**	**N/A**	**Comments**
Does the research involve surveys, interviews, or psychiatric/psychological examination, testing or treatment in which the primary purpose is to reveal information about any of the following topics? (check which apply) ☐ Political affiliations ☐ Mental and psychological problems potentially embarrassing to the student or the student's family. ☐ Sexual behavior or attitudes.	☐	☐	☐	

	☐ Illegal, anti-social, self-incriminating, or demeaning behavior. ☐ Critical appraisals of other individuals with whom respondents have close family relationships. ☐ Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers. ☐ Religious practices, affiliations, or beliefs of the student or student's parents. ☐ Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).				
	a) If yes, which of the following apply? (MUST check one) ☐ The research is funded by the Department of Education and prior written consent will be obtained from the parent, adult student, or emancipated minor student ☐ The research is not directly funded by the Department of Education, but the schools have adopted policies regarding the following: • **the right of the parent, upon request, to inspect a survey created by a third party, or any instrument used in the collection of personal information, before the survey/instrument is administered to a student** • **applicable procedures for granting parental access to such a survey/instrument within a reasonable time following request** • **arrangements by investigators to protect student privacy when a survey contains one or more of the stigmatizing categories listed in III (1) above** • **the right of the parent, upon request, to inspect any instructional material used as part of the educational curriculum for the student** • **applicable procedures for granting parental access to such instructional materials** • **administration of physical exams or screenings that the school or investigator may administer to a student** • **how student privacy will be protected if information is collected, disclosed, or sold for the purpose of marketing**			☐	

IV. Disability and Rehabilitation Research		Yes	No	N/A	Comments
Is the research funded by the Disability and Rehabilitation Research Projects and Centers Program, AND does the research purposefully require inclusion of children with disabilities or individuals with mental disabilities as research subjects?		☐	☐	☐	
	If yes, does the IRB have at least one person primarily concerned with the welfare of these research subjects?	☐	☐	☐	

(1) "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (*e.g.,* undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

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Reviewer Signature Date

Signature above verifies this checklist was used in the review of this protocol.