**Research Title:**

**Complete and submit this appendix only if the research involves classroom activities and/or student records.**

Additional regulatory considerations are required for human research that is funded by the U.S. Department of Education (ED) and/or is conducted in public elementary and secondary schools, school districts, post-secondary institutions, and any public or private agency that receives fund from ED.

Investigators are responsible for meeting both the Family Educational Rights and Privacy Act (FERPA) ([20 USC 1232g; 34 CFR 99](https://www2.ed.gov/policy/gen/reg/ferpa/index.html)) and the Protection of Pupil Rights Amendment (PPRA) ([20 USC 1232h; 34 CFR 98](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title34/34cfr98_main_02.tpl)) requirements when conducting research (please refer to: UIC HSPP document [*Guidance and IRB Review: Research Involving Students or Performed in Educational Settings*)](https://go.uic.edu/irb0929).

I. Classroom Activities

A. Does the research include activities that will take place in the classroom during regular instructional periods?

[ ]  No. *Skip to Section II*

[ ]  Yes:

1. Describe procedures that will be put into place to minimize the loss of classroom time (remember, students are not in a class in order to be a research subject):

2. Describe in detail the classroom activity(ies) planned for non-participants including, but not limited to, a description of supervisory provisions and how non-participants will be excluded from video and/or audio recordings:

3. If participation requires removal of students from the classroom, explain in detail how this will be conducted including, but not limited to, how the privacy of the student will be protected and possible stigmatization of the student will be avoided:

II. Research Activities Involving Minors

**[ ]** N/A – Research does not involve Minors (*skip to section III*).

1. **Right to Review Research Materials**
2. Outline how the parents of minor students will be informed of their right to review surveys, interview guides, focus group guides, questionnaires, and other data collection instruments that will be used in the research (e.g., PPRA mandated annual notification of parents, consent form, information sheet):

1. Outline how the parents of minor students will be provided with the opportunity to review data collection instruments that will be used in this research:

**B. Research Involving Sensitive Topics**

**1.** Will the research involve surveying, interviewing, analyzing, or evaluating information from and/or about student subjects that would disclose any of the following:

* + - political affiliations or beliefs of the student or the student’s parent;
		- mental or psychological problems of the student or student’s family;
		- sexual behavior or attitudes;
		- illegal, anti-social, self-incriminating, or demeaning behavior;
		- critical appraisals of others with whom the child student subject has a close family relationship;
		- religious practices, affiliations, or beliefs of the student or student’s parents;
		- family income, other than as required by law to determine the student’s and/or family’s educational grant, loan, scholarship or other education-related program eligibility; and/or
		- information protected by other legally-recognized privileged relationships, such as with doctors, lawyers, or religious leaders.

[ ]  No. Skip to *Section III*

[ ]  Yes – Submit a copy of the local school’s PPRA policy.

* + - *If the research is funded by the US Department of Education, parental permission is required;* ***submit a parental permission form.***
		- *If the research is not funded by the US Department of Education, the school’s local PPRA policy should be followed.*

**2.** Outline what students and/or parents will be told about the steps that will be taken to protect the student’s and/or family’s privacy and confidentiality with regard to the relevant topics as listed above *(this information must be included in the consent and/or assent and permission documents)*:

III. Research Activities Involving Student and/or Educational Records

**[ ]** N/A – Research does not involve student and/or educational records

* *If “N/A” is selected, this form is complete;* *upload form with OPRS Live submission materials.*
* *If “N/A” is not selected, complete items A-D below.*

A. Is the research limited to the collection of student directory information?

[ ]  No

[ ]  Yes

(*For each non-UIC site, submit a copy of FERPA policies regarding student directory information.)*

B. Is the research limited to the use of educational records for the following:

* + - the development, validation, or administration of predictive tests; AND/OR
		- the administration of student aid programs; AND/OR
		- the improvement of instruction?

[ ]  No

[ ]  Yes

C. Use of Permanently De-identified and/or De-linked Information

Will the information include direct identifiers or be linked to identifiers?

[ ]  No – Data will be permanently stripped of all personally identifiable information (both direct and indirect) and/or all codes linking the information with identifiers will be destroyed *before* it is accessed, released, or transferred to the investigator.

[ ]  Yes

**D. Additional approval/review**

*Check all that apply:*

[ ]  Research uses UIC student data - Attach Registrar approval form

[ ]  Research uses non-UIC student data - Provide a written agreement that includes the following:

* + - purpose, scope, and duration of the research;
		- information to be disclosed;
		- that information from education records may only be used to meet the purposes of the research as stated in the agreement;
		- that the research will be conducted in a manner that does not permit personal identification of parents and students by anyone other than the named representatives of the institution with which the agreement has been made;
		- that the investigator and/or the investigator’s institution is required to destroy or return all personally identifiable information when no longer needed for the research;
		- the date on which the investigator or the investigator’s institution will either destroy or return the information.