



## Camden City School District Data and Research Requests

### Overview

The Camden City School District welcomes requests from individuals and organizations to conduct data analysis and research to learn more about how to best serve our students. The New Jersey Department of Education (NJDOE) provides free, online access to extensive [school- and district-level data](#). If you need additional data beyond what is available from NJDOE, please follow the steps below to submit a data request and/or to request permission to conduct research in the Camden City School District in compliance with Federal and State laws and regulations.

All research requests require CCSD Board of Education approval. Please allow *at least* one month for approval. CCSD will review requests for data and/or research on an ongoing basis. Expect a 4 week turnaround period before hearing back from CCSD via e-mail.

Please note that after CCSD Board approval has been granted, researchers must still obtain permission from building principals to enter schools and interact with students and/or staff. Board permission to conduct researchers does not guarantee final approval unless the building principal also approves. For CCSD principals seeking approval to conduct research, permission must also be granted by their Chief School Support Officer, in addition to the process outlined above.

Applicants whose request for data is approved will be required to sign a data sharing agreement with the CCSD. CCSD reserves the right to withdraw support of a research project at any time. CCSD requires a copy of all final materials, pre-publication, and reserves the right to use and/or apply findings.

### Directions

Please complete and submit all of the following to [research@camden.k12.nj.us](mailto:research@camden.k12.nj.us) to [request data](#) and/or [permission to conduct research](#) in Camden Public Schools:

Note: Complete information enables the most informed review and minimizes time spent requesting additional materials. Additional information about the project is welcomed, however requests missing any of the elements below will not be honored.

#### *Data Requests:*

- Contact information
- Organization name, mission and goals
- Title and purpose of the study
- Project description
- Data requested
  - Note: If the data you are requesting is [confidential](#), CCSD will provide de-identified data only.
- Project timeline
- Intended uses/publications/dissemination



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- Data security plan, including transmission, storage and destruction (Note: Data transmission must be secure and provided by the requester. All data must be destroyed upon completion of the study. Data may not be transmitted to a third party.)
- Confidentiality Assurance

### *Research Requests:*

Please note that researchers must show proof of Institutional Review Board (IRB) approval from their sponsoring institution as a prerequisite to submitting a research request to CCSD. To submit a research request, provide the information noted above under “Data Requests” along with a narrative description of your research proposal, which must include the following:

- Statement of the educational problem and its theoretical base
- Objectives of the study, research questions, hypotheses
- Significance of the problem, study, and findings to the district, including how the research may inform the priorities identified in [The Camden Commitment](#)
- Brief (2-3 pages) review of literature and/or previous research
- Research design and methodology
- Setting (i.e., certain schools, grade levels, classrooms, etc.)
- Data and variables requested and/or to be collected
- Data collection plan, including recruitment (if applicable)
- Project timeline
- Benefits and risks of conducting the study
- Description of [informed consent](#) process (if applicable)
  - Note: consent process must include all relevant parties, including the principal, teachers, parents, and students, as applicable

Please submit the following supporting documents as appendices to your research request:

- Evidence of your research institution’s Internal Review Board (IRB) approval and any IRB-approved forms, including consent forms
- Copy of any letter to be sent to principals, teachers, parents, or others
- If applicable, copy of all instruments (e.g., interview and observation protocols, surveys, assessments)
- Brief bios of all key personnel involved in the research
- Letters of support from requester’s organization (e.g., supervisor, dean, faculty advisor) and/or a CCSD central office or school sponsor

### **Conducting Research at CCSD: Additional Information**

**Permission to Use Confidential Data:** Pursuant *N.J.A.C 6A:32-7.3*, Confidential Data is:

- The student’s name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance;



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- Record of daily attendance;
- Descriptions of student progress according to the student evaluation system used in the district;
- History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees and immunizations;
- Records pursuant to rules and regulations regarding the education of students with disabilities; and
- All other records required by N.J.A.C. 6A.

The [Family Educational Rights and Privacy Act \(FERPA\) \(20 U.S.C. § 1232g; 34 CFR Part 99\)](#) is a Federal law that protects the privacy of student education records. FERPA exceptions allow schools to disclose information from a student's education record without consent, only to selected parties, for selected research topics and under certain conditions (34 CFR § 99.31). If applicable, researchers may request an exception to FERPA as part of their overall research request submission. Researchers must demonstrate to CCSD that they qualify for an exception and that the qualification passed their institution's IRB. If approved, the requester and their staff also have to sign the CCSD data sharing agreement affirming that:

- They will comply with all laws pertaining to student confidentiality
- Student information will be used only for the specific purpose of the agreement
- The student information will be destroyed when the purpose of the security agreement is completed
- The student information will not be released to any other party
- They will notify CCSD immediately in the case of any breach of data security

If the proposed research or data request does not fit a FERPA exception, the requester must obtain the written informed consent of participants or parents on behalf of students prior to conducting research activities or collecting personally-identifiable information from or on students.

### **Informed Consent**

Informed consent is required from all participants if identifiable, confidential data is requested. If the researcher is planning on surveying CCSD students, all surveys/questionnaires must be done in compliance with *N.J.S.A. 18A:36-34*.

Students under 18 years old cannot participate in research without the informed consent of a parent or legal guardian. For students who are 18 or older, the requester must receive written informed consent from the student. Requirements for consent forms are as follows, regardless of the requester's organization's IRB requirements:

- All consent forms must comply with federal and New Jersey laws and regulations regarding confidentiality of student records and the protection of study participants, and be approved by the requester's organization's IRB.



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- All forms must be made available in family-friendly language, and translated into all relevant languages. Translations and their cost are the responsibility of the requester.
- The requester must keep copies of all consent forms, and make them available to parents and CCDS staff upon request.
- No monetary compensation to CCSD teachers or staff is permitted. Researchers are permitted to donate to individual schools through a Donor's Choose project.
- The consent form is to be printed on the requester's stationery. Consent forms may not indicate CCSD support or approval of the study.
- Researchers may not request permission to conduct research or obtain data directly from schools. After CCSD approves the project, researchers can reach out to principals to request participation.
- No CCSD staff time or resources (e.g. email) may be used to recruit participants for the research study, and school staff may not be utilized to collect data.
- All non-CCSD personnel participating in primary data collection who will be engaged in regular contact with students must submit to any background checks required by CCSD.

If the researcher is planning on surveying and/or requesting the participation of and CCSD staff member, informed consent is required. Consent letters must include the following:

- Title of the study and name, title and organization of the requester(s)
- Purpose(s) of the research and data collection
- Description of what participants will be asked to do
- Amount of time required of participants
- Description of data being requested
- If applicable, notice that participants will be audio- or videotaped with explanation of how recordings will be used and what happens to the recordings after the research is completed
- Notice that all information will remain confidential
- Notice that participation is entirely voluntary and participants may withdraw from the study at any time, without negative consequences
- Notice of any reasonably foreseeable risks or benefits to the participant
- A local or toll-free telephone number of requester(s) that parents may call if they have questions about the study (both of the requestor and the IRB-approving institution)
- In accordance with the FERPA requirement that parents/guardians have access to the materials that will be used in school with their children, include the following text: "Please be aware that under the Protection of Pupil Rights Act, 20 U.S.C. Section 1232(c)(1)(A), you have the right to review a copy of the questions asked of or materials that will be used with your child. If you would like to do so, please contact [INSERT APPROPRIATE CONTACT] at (XXX) XXX-XXXX to obtain a copy of the questions or materials."
- Space and lines for the student's name and parent/guardian's name, signature, and date. There must be check boxes for both consent and refusal to participate (e.g. "Yes, I agree to have my child participate" or "No, I do not give consent for my child to participate") There must be separate yes/no check boxes referring to the release of student-level data, if applicable.