

Reviewer:

PRO #

PI:

This checklist is designed to support the IRB reviewer in evaluation of protocols funded by the Department of Education:

FERPA			
1	<p>Written permission will be obtained</p> <p>OR</p> <p>Waiver of parental (or qualified student) permission under FERPA is granted because:</p> <p>Educational Records containing personal identifiers are being used to conduct studies to</p> <p style="padding-left: 40px;">Develop, validate or administer predictive tests</p> <p>OR</p> <p style="padding-left: 40px;">Improve instruction,</p> <p>AND</p> <p style="padding-left: 40px;">The studies are conducted in such a way as to prevent identification of students or parents by individuals other than authorized representatives of the record-holding institution</p> <p>AND</p> <p style="padding-left: 40px;">The records are destroyed when no longer needed to fulfill the purposes of the study.</p>	Yes	No
PPRA			
2	<p>For Department of Education-Funded Studies:</p> <p>Written permission will be obtained</p> <p>OR</p> <p>Waiver of parental permission under PPRA is granted because the following types of information will not be collected under the study (All elements must be checked to qualify for the waiver under the PPRA):</p> <ol style="list-style-type: none"> 1. Political affiliations; 2. Mental and psychological problems potentially embarrassing to the student and his/her family; 3. Sex behavior and attitudes; 4. Illegal, anti-social, self-incriminating and demeaning behavior; 5. Critical appraisals of other individuals with whom respondents have close family relationships; 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; 7. Religious practices, affiliations, or beliefs of the student or the student's parent; 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). 	Yes	No
3.	<p>For non-Department of Education funded studies which are to be performed in schools, the school has in place policies that address ALL of the following:</p> <p>The right of a parent of a student to inspect, upon the request of the parent, a survey created by a third party before the survey is administered or distributed by a school to a student.</p> <p>Any applicable procedures for granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received.</p> <p>Arrangements to protect student privacy that are provided by the agency in the event of the administration or distribution of a survey to a student containing one or more of the 8 items in #2 above (including the right of a parent of a student to inspect, upon the request of the parent, any survey containing one or more of such items):</p>	Yes	No

	<p>The right of a parent of a student to inspect, upon the request of the parent, any instructional material used as part of the educational curriculum for the student. Any applicable procedures for granting a request by a parent for reasonable access to instructional material received.</p> <p>The administration of physical examinations or screenings that the school or agency may administer to a student.</p> <p>The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.</p> <p>The right of a parent of a student to inspect, upon the request of the parent, any instrument used in the collection of personal information before the instrument is administered or distributed to a student.</p> <p>Any applicable procedures for granting a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received</p>		
<p>If the answer to any question is No, the research is not allowable under Department of Education guidelines</p>			