



RESEARCHER CLEARANCE FORM

Dear Researcher,

Thank you for your interest in conducting academic or evaluation research within the Santa Barbara Unified School District. Clearance requirements to gain access to sites for researchers vary. Please refer to the matrix on page 2.

Title of Study: _____

Primary Researcher and Organization: _____

Name: _____
Last First Middle Initial

Address: _____
Street City State and Zip Code

Phone Number/s: () _____ () _____
Home Cell/Other

Email address: _____

School site(s): _____

Expected start date: _____ Project #: _____

Research activity (methods): _____

Please read and sign:

I hereby certify that all statements on this clearance form are true and complete to the best of my knowledge and belief. I will be considered a researcher only during the time and as requested by the supervising official for each specific research project. I understand that all interaction with students during the research project is restricted to the school day, on school grounds or at a school-sponsored activity (on or off-site). I understand that I may need to initially provide verification of Tuberculosis (TB) clearance and every 4 years. I may also be required to be fingerprinted.

Signature: _____ Date: _____

TO BE COMPLETED BY DISTRICT STAFF

____ Megan's Law website has been checked Researcher Type: ____ 1 ____ 2

____ School site(s) and Research & Evaluation notified researcher requirements met

Employee name: _____

Employee Signature: _____ Date: _____

RESEARCHER MATRIX

Definition of a Researcher: A researcher is an adult 18 years or older (and not a current student attending any TK-12 schools) who conducts a systematic investigation for an academic or evaluation study before, during, or after school hours. This definition excludes post-secondary students completing a course assignment (e.g. 45 CFR §46.102). There are two types of researchers.

Type 1: Unsupervised Student Contact

Research Activities	Fingerprint Clearance	Tuberculosis (TB) Clearance
1:1 student lesson or intervention (inside or outside classroom)	Yes	Yes
1:1 student interview (inside or outside classroom)	Yes	Yes
1:2 or more student focus group (inside or outside of classroom)	Yes	Yes
Co-curricular setting	Yes	Yes
Two-way electronic correspondence – Not permitted	-	-

Type 2: Non-Student Contact and/or Supervised Student Contact

Research Activities	Fingerprint Clearance	Tuberculosis (TB) Clearance
Secondary data analysis	No	No
Web-based survey administration	No	No
In classroom with certificated staff present (less than one school year)	No	No
In classroom with certificated staff present (more than one school year)	Yes	Yes
In school administration office (less than one school year)	No	No
In school administration office (more than one school year)	Yes	Yes
On school grounds for non-student-activity observation	No	No