

# Tumwater School District Research Request Guidelines and Data Sharing

All Requests  
Complete the *Scope of Work* attachment

Are you requesting only non-confidential data?

No

Yes

Complete and submit *Scope of Work* to building principal(s) for signature.

Submit *Scope of Work* and approval letter or exempt form from IRB to TSD assessment supervisor.

Are you collecting your own data in schools?

Yes

No

Complete *Human Subjects Research Application* and attach copies of all data collection instruments or interview protocols.

Submit signed *Scope of Work* and approval letter or exempt form from IRB to TSD assessment supervisor.

Do you need access to confidential TSD data?

Yes

No

Read the *Confidential Data Request Guidance* and complete

- *Research Project Confidentiality Agreement*
- *Affidavit of Non-Release*
- *Certificate of Data Destruction*

Submit to TSD assessment supervisor:

- Signed *Scope of Work* and approval letter or exempt form from IRB
- *Human Subjects Research Application* and copies of all data collection instruments or interview protocols.

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