**Data Collection & Partnerships**

Interested in collaborating with APS from a research or partnership lens? Read some of our most frequently asked questions (FAQ) explaining what to expect before, during, and after the research application process. If you have any additional questions, please send an email to [research\_screening@atlanta.k12.ga.us](mailto:research_screening@atlanta.k12.ga.us).

***Collecting data? Are you unsure of what data consists of, or what is available to you? Below, you will find information to help you narrow down your selection and begin the initiation process.***

Data is information that can identify a person’s growth, position, or identity. This includes, but is not limited to, a student’s test scores, attendance data, grade level, perception data, discipline data, etc. If you want to collect data, give out data, reference data in a research project, it is required that you contact the Office of Research & Evaluation for guidance, [research\_screening@atlanta.k12.ga.us](mailto:research_screening@atlanta.k12.ga.us).

***Interested in working with a new vendor or extending a working relationship with an existing vendor/organization.? Below, you will find protocols to follow to ensure you are adhering to all APS practices and policies.***

All new or existing vendors/organizations must have a research application, data sharing agreement (DSA), memorandum of understanding (MOU), and/or digital products and services agreement (cost associated) on file with the Office of Research & Evaluation and/or the Office of Partnerships & Development. If you are unsure what department you may need, please send your question(s) to the following email address and your information will directed to the right person and/or department.

1. Office of Research & Evaluation – [research\_screening@atlanta.k12.ga.us](mailto:research_screening@atlanta.k12.ga.us)
2. Office of Partnerships & Development – Click [here](https://www.atlantapublicschools.us/domain/14240).

**Possible Scenarios/Questions:**

***A potential vendor or organization has reached out to me and would like to collect data for research purposes (i.e., admin perception data, teacher data, student data), how should I respond?***

A prospective research application must be submitted to the Office of Research & Evaluation prior to any data collection process being established. Please advise the vendor or organization to direct all questions to the Office of Research & Evaluation, [research\_screening@atlanta.k12.ga.us](mailto:research_screening@atlanta.k12.ga.us).

***I work at a school (i.e., principal, assistant principal, teacher, site-based employee hired full-time or as a contractor) and would like to collect APS data for a school-based project, Capstone, or Dissertation. What am I required to do to get approval to proceed with my data collection plans?***

All prospective researchers who are employed by APS in any capacity must submit an APS research application to the Office of Research & Evaluation. Only this office can grant approval for any individual to conduct research within the district. Principals have the autonomy to agree to a study after approval is granted from the Office of Research & Evaluation. If you have any questions, please send an email to [research\_screening@atlanta.k12.ga.us](mailto:research_screening@atlanta.k12.ga.us).

***I have access to my school’s dashboards and can fulfill a data request on my own. Can I provide this easily accessible data to a vendor or organization who seeks to partner and/or collaborate with me or my school?***

Unfortunately, you cannot provide this information. All data requests—no matter how small in nature—must go through the Office of Research & Evaluation. Please send an email to [research\_screening@atlanta.k12.ga.us](mailto:research_screening@atlanta.k12.ga.us) to request a meeting or ask any clarifying questions.

***My principal accepted my IRB approval letter from my institution and granted permission for me to conduct research at the school I am currently employed as a teacher, administrator, counselor, substitute, or aide. Do I need to submit a research application to the Office of Research & Evaluation?***

Yes. All research requests must go through the Office or Research & Evaluation. To mitigate any bias, it is a best practice and a requirement that you find a school within your cluster, or within the district, to conduct your search. Upon approval, you will get a letter providing next steps in the process to conduct research. Employment within the district does not guarantee your research project is approved. Research studies are chosen based on alignment to the APS Strategic Plan and the needs presented within various departments.

If you still have additional questions, please click one of the three links below.

* + - Are you a vendor? Please click [here](https://sites.google.com/view/apspartnerships/resources-for-vendors?authuser=0).
    - Want to develop a partnership? Please click [here](https://sites.google.com/view/apspartnerships/resources-for-partners?authuser=0).
    - Are you a prospective researcher? Please click [here](https://www.atlantapublicschools.us/Page/48237).