

**CONSENT FORM FOR THE STUDY OF DEVELOPING AN EFFECTIVE SCHOOL PLAN: AN ACTIVITY-BASED GUIDE TO UNDERSTANDING YOUR SCHOOL AND IMPROVING STUDENT OUTCOMES**

ROCKMAN *ET AL*, in partnership with WestEd, research organizations located in San Francisco, have been contracted by the U.S. Department of Education to provide and evaluate professional development (PD) for the Developing an Effective School Plan (DESP): An Activity-Based Guide To Understanding Your School And Improving Student Outcomes. The researchers at ROCKMAN *ET AL* and WestEd are committed to evaluating information from school teams to identify the optimal level of PD needed for effective use of DESP.

***Purpose***

The purpose of the study is to examine the feasibility of PD around a comprehensive set of tools and activities for developing, implementing and monitoring a school plan. ROCKMAN *ET AL* is collecting information from a sample of school districts during the PD through interviews, surveys, planning documents, and observations. As a participant in the research, you and the other members of your team will be asked to take surveys before and after the training. You may also be asked to participate in a short interview and/or submit documents from your planning process for review.

***Confidentiality***

All of the information you provide will be confidential and will only be used for the purposes of the study. Neither your name nor the name of your school will be used in the reporting of these data. Findings from the study will be reported in aggregate in the form of a final report to the U.S. Department of Education. The signed consent forms will be stored in a locked filing cabinet separate from anything you shared with us during your participation in this study. They are only made available if an authority asks to know whether consent forms were used in the study.

ROCKMAN *ET AL* and WestEd researchers customarily tape-record interviews and observations to facilitate note taking. Only the researchers will hear the recording. Once the tapes have been used to clarify notes, the tapes will be erased. The tape recorder can be turned off at any time during our discussion. If you would prefer not to be recorded, please let us know.

Yes, it is OK to record me.  No, I prefer not to be recorded.

***Freedom to Withdraw***

Your participation in this research study is completely voluntary. You may pass on any question that is asked, and you may withdraw from the study at any time without penalty. If you decline to participate in this evaluation study, you may continue to use the DESP materials.

***More Information***

If you have questions about this research study, please feel free to contact Beverly Farr (415.544-0788; [beverly@rockman.com](mailto:beverly@rockman.com)). For questions regarding your rights as a human subject participating in this research, you may contact Independent Review Consulting (IRC) at 800.472.3241 or [subject@irb-irc.com](mailto:subject@irb-irc.com). IRC is the institutional review board that reviewed this study for your protection.

***Informed Consent***

By signing this form you are indicating that you have read and understood the information provided to you about your participation in this study.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name in Print: \_\_\_\_\_