

Site cooperation and permission letter

A request and unsigned response outline for the school or organization; separate from IRB approval and participant consent.

Original teaching templates, not official Sacramento State forms or approved protocols. Replace every bracketed prompt, remove drafting notes, use current university forms where required, and obtain the applicable institutional determination before recruitment or research. These are not ready-to-sign documents.

Drafting notes not an executed permission

Identify the official who has authority for the requested site activities. This outline is not a signed agreement, data-sharing agreement, consent waiver, or institutional approval. Do not place a real official's signature in a draft. If education records are requested, resolve the applicable disclosure authority and any required agreement separately.

Researcher's request

To [authorized official and role]: I request permission for the following proposed activities associated with [study title/version], a Sacramento State [degree/project] study supervised by [advisor].

Purpose and participants: [brief question, eligibility, and counts]. Requested cooperation: [neutral invitation distribution, space, scheduling, staff support, or other specific access]. Research procedures and time: [details]. Proposed dates: [dates, subject to approvals].

[Explain what remains ordinary instruction/services and what is research.] Nonparticipation will not affect [grades, employment, access, or services]. [Identify the independent liaison, data collector, and records custodian where needed.] The site will receive [only approved aggregate results or other accurately specified information].

No research recruitment or collection will begin until the required institutional determinations, site permissions, and participant/parent/child decision processes are in place. Contact: [researcher/advisor].

Authorized official's response to be completed by the site

I, [authorized official and role], have reviewed [study title/version] and authorize only this site cooperation: [specific scope]. Conditions: [restrictions, safeguards, scheduling, staff roles, and required prior approvals]. Effective dates: [dates].

This permission does not replace IRB review, adult consent, parent permission, child assent, or lawful records-disclosure authorization. Any access to education records is subject to [separate authorization/agreement, or state that none is requested].

Authorized official's name/title: [blank]. Signature/date: [blank]. Site contact: [blank]. Researcher acknowledgment/date: [blank].

Official guidance to check before use

[Sacramento State Human Subjects Research](#)

Official starting point for submission guidance and current institutional templates.

[Sacramento State Research Protocol Guidance - sign-in required](#)

Current consent forms and protocol guidance. Authenticated contents were not verified in this review.

[US Department of Education - Privacy and Data Sharing](#)

Education-record access needs an applicable disclosure basis; site permission alone is insufficient.