

## GCCISD APPLICATION CHECKLIST

Please call Dr. Melissa Duarte at 281-707-3592 or email [melissa.macheskaduarte@gccisd.net](mailto:melissa.macheskaduarte@gccisd.net) if you need the names of appropriate contacts or other information about the process of conducting research and evaluation in GCCISD.

**Check the boxes below to be sure you have completed all steps.**

- You have completed all items/questions on the *Application for Research and Evaluation*.
- Both the Main Project Contact Person/Student and the Project Director/Supervising Professor have signed the last page of the *Application*.
- Proposed start date is at least (3) months from your submission date and your project includes a curricular or service program or professional development OR at least one (1) month from your submission date for other projects.
- You have submitted copies of any surveys and other measures that you intend to use.
- You have submitted copies of all staff and parent/guardian consent forms and, if applicable, student assent forms.
- You have provided any materials that will be given to parents/guardians in both English and their anticipated home language.
- Email the *Application*, scanned copies of the *Application* signature page, parent/guardian consent forms, student assent forms, and copies of surveys/other measures to [melissa.macheskaduarte@gccisd.net](mailto:melissa.macheskaduarte@gccisd.net).

Mail the signed forms and application materials (if electronic submission is not possible) to:

Dr. Melissa Duarte  
Assistant Superintendent for Curriculum and Instruction  
Goose Creek Consolidated Independent School District  
PO Box 30  
Baytown, Texas 77522

Or by Fax 281-420-4447