

GCCISD APPLICATION CHECKLIST

Please call Dr. Shannon Ramirez at (281)707 - 3552 or email shannon.ramirez@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 shannon.ramirez@gccisd.net

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

Dr. Shannon Ramirez
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