AGENCY APPROVAL REQUEST LETTER

6666 Beech Trail  
Converse TX, 78109

August 18, 2008

Ms. Kathryn Korelich   
Principal

Judson Secondary Alternative School

9327 Schaefer Road

Converse, TX 78109

Ms. Korelich,

My name is Tonia Howze and I am a graduate student attending Texas State University. I am requesting your permission to conduct a research study at the Judson Secondary Alternative School (JSAS). I am currently pursuing an M.S.I.S. Degree. The Master’s of Science in Interdisciplinary Studies M.S.I.S. degree academic modules consists of an entry module (nine hours in effective communications), an academic module (21 hours), and an exit module (nine hours). I am currently working towards completing the exit module within my degree program. The Interdisciplinary Studies degree is highly individualized and is designed to provide the adult with various course options.

As part of my exit module, I have to complete a research study. The purpose of this research study is to determine if there is a relation between middle and high school students and the types of health-risk behaviors they could be engaging in that are unhealthy, habit-forming, addictive, and dangerous and place their health at risk. Health-risk behaviors can be described as (Intentional and unintentional injuries; tobacco use; alcohol and other drug use, unhealthy dietary behaviors; and physical inactivity). My objective goal is to identify six classes from the Judson Secondary Alternative School to participate in the research study. Two groups of participants will be identified for the research study. One group will consist of middle school students and the other group high school students. These students will serve as the participants who engage in risk behaviors.

My research intent is to obtain a minimum sample size of sixty students enrolled at JSAS. A sample of thirty participants will be selected from the middle school student population; another sample of thirty participants from the high school student population. I will inform the students selected to participate in the modified Youth Risk Behavior Survey (YRBS) on its intended purpose. I will notify parents of selected participants by letter of the survey and the researchers intended purpose. I will acquire a consent form on all participants selected for the research study. The consent form will ensure that the participant and parent/guardian are aware the student is participating in an academic research study. Each participant and parent/guardian will be asked to complete and sign a consent form before completing the survey.

The survey is a 60 question survey and it takes about 30 minutes to complete. The survey will be given during a class period. I will give you the test and collect the test. Surveys will be maintain in a locked portable file cabinet until the end of the semester and then the data will be submitted to Texas State University and then destroyed. It is strictly voluntary, as well as confidential. The primary risk to the students is the discomfort that can occur from taking the survey. I will do everything that I can to minimize this discomfort and to put them at ease. They may decline to answer any question(s) and they can choose to discontinue answering the survey at any time. If they wish to discuss the information above or any other risks they may experience, they may let me know.They will not being compensated in any way to participate in this research study. A final report will be provided to Texas State University and to the school principal based on the summary of the results.

Your assistance and agency approval for this research study would be greatly appreciated in helping me fulfill my academic requirement. If you have any questions, please feel free to contact me at 210-662-8048. Thank you for your time and consideration.

///SIGNED///

Sincerely,

Tonia Howze

Texas State University MSIS Graduate Student

Agency Approval

**From:** Howze, Tonia   
**Sent:** Monday, August 18, 2008 8:18 PM  
**To:** Korelich, Kathryn  
**Subject:** Research Approval at JSAS

Ms. Korelich,

I wanted to meet with you earlier today, but time just got away from me.  I spoke to earlier this year about conducting a research study at JSAS as part of my Master's program.  I have spent this summer in school working on my research proposal and it has been accepted at Texas State Univ. I just need your approval to conduct the study this fall semester.  I cannot register for the course until I have approval to present to my professor and my deadline is this coming Friday, August 22nd. I have attached a detailed letter outlining my responsibilities as the researcher and a copy of the instrumentation that I will use to collect my research data. I want you to know that in no way will this interfere with academic learning in any manner, I will be discrete in conducting the research. I know how busy you are this week.  But this is of importance.  Thank you so much for your support.

DI Tonia Howze

**From:** Korelich, Kathryn  
**Sent:** Tue 8/19/2008 9:57 AM  
**To:** Howze, Tonia  
**Subject:** RE: Research Approval at JSAS

I will look at the proposal either today or tomorrow.  Please remind me on Thursday that the deadline is Friday.

Kathryn A. Korelich, Principal

Judson Secondary Alternative School (DAEP)

9327 Schaefer Rd.

Converse, TX  78109

210-945-1260

210-658-2206 (Fax)

**From:** Korelich, Kathryn  
**Sent:** Wed 8/20/2008 10:00 AM  
**To:** Howze, Tonia  
**Subject:** Research Project

This sounds like a great research project.  You have my approval.

Kathryn A. Korelich, Principal

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