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 administer a modified version of the Youth Risk Behavior Surveillance Survey and examine the types of health-risk behaviors (Intentional and unintentional injuries; tobacco use; alcohol and other drug use, sexual behaviors that contribute to intended pregnancy and sexually transmitted diseases (STDs) (including human immunodeficiency virus [HIV] infection); unhealthy dietary behaviors; and physical inactivity) adolescents are engaging in that may place them at a high health risk.

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. 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 research release on all participants selected for the research study. The research release 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 research release form before completing the survey.

Participants will be assigned and identified by a coded number, the participants identity will not be revealed. I will coordinate dates with Judson Secondary Alternative School teachers and administrators to administer the survey. An excel spreadsheet will be comprised to list and track the participants in the study. One the days that the survey is administered, I will explain to the students that the survey is about health-risk behaviors and has been developed to tell, what they do that may that may affect their health. I will explain that the answered surveys will be kept strictly confidential.

The collected data from the survey will be entered into an excel spreadsheet and then uploaded into SPSS. SPSS will allow for statistical calculations to be run on the data and the tables will be analyzed. The tables will be evaluated by inspecting the tables and verifying that the data was imported from the excel spreadsheet correctly into SPSS to assess the quantitative evaluation. A final report will be produced based on my findings and a copy will be submitted to Judson Secondary Alternative School Principal and to my professor at Texas State University.

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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