

P10-10 Dissemination of Information

The Department of Assessment, Research, and Evaluation shall **internally** disseminate information derived from local research projects, including projects conducted by outside researchers, when such information is related to the operation and program of Henrico County Public Schools. This Department will also make available to interested persons various reports of research conducted elsewhere.

~~The Department of Assessment, Research, and Evaluation should be notified prior to the publication of data collected from studies conducted or sponsored by that Department. If the data were collected by employees as the result of the performance of their duties, they may not be published unless approved by the Director of Assessment, Research, and Evaluation.~~

Any survey, research, or evaluation publication resulting in approved activities covered in P10-02-001 Assistance for Instructional Research or P10-02-002 Assistance to Outside Researchers in which schools and/or the school division will be identified must be pre-approved by the Department of Assessment, Research, and Evaluation.

Refer to Policy 4-05-004, "Publications," and Regulation 10-02-003, "Procedures for Submitting a Proposal for a Research Project."

Confidential student information obtained in conducting a study may not be disseminated or published unless the necessary authorization has been secured from the Director of Assessment, Research, and Evaluation and from the students and/or their parents ~~and~~ **legal** guardians.

The Department of Assessment, Research, and Evaluation may assist the Department of Communications & Public Relations in preparing data generated in the research and planning process for release to **the** media.

The Department of Assessment, Research, and Evaluation may maintain a resource file with reports of research studies conducted within and outside the school division.

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