

**Affirmation Form for Observations Conducted
in the Hawaii State Department of Education (HIDOE)**

*This form is to be completed by the individual conducting the observation.
A completed form must be submitted to the relevant HIDOE school or office administrator (principal)
prior to the conduct of any observations in a HIDOE school or office.*

Section I: Observer Information

Name: _____ Title/role: _____

Affiliated organization or institution: _____

Email address: _____ Phone number: _____

Mailing address: _____

← Check here if this observation is for the purpose of fulfilling a requirement for a teacher certification program or other professional certification program.

Section II: Observation Details

Purpose of the observation (e.g., requirement for a specific course, related to a specific HIDOE Application to Conduct Research):

Subject(s) of the observation (e.g., teachers, principal):

Scope of the observation (including the duration and frequency and any data collection and/or recording):

Observation sites (names of the HIDOE schools and/or offices):

Section III: Affirmation of Responsibilities

1. I, the above-named observer, agree to comply with the established processes, procedures, and conditions for conducting observations in HIDOE, as described in this document;
2. Act in accordance with professional ethics and standards of conduct, including conducting the observation as described in Section II of this document and using (e.g., analyzing, reporting) the observation data exclusively for the purposes described in Section II of this document and in an ethically responsible manner that is consistent with the Forum Code of Data Ethics;¹
3. Ensure that the observation and the handling of the observation data are in compliance with all relevant federal and state laws and regulations pertaining to information confidentiality and security and the privacy and use of student and personnel records, such as the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), the Individuals with Disabilities Act (IDEA), and the Hawaii Revised Statutes (HRS);
4. Protect the security of the observation data and the confidentiality of the observation participants by:
 - a. Ensuring that procedures for maintaining the observation data are secure enough to prohibit access to anyone other than authorized individuals,
 - b. Preventing the unauthorized release or publication of the observation data, particularly those data that are personally identifiable and school-identifiable,
 - c. Maintaining the confidentiality of the personally identifiable and school-identifiable data at all stages, including data collection, analysis, and reporting, as well as within the final report, and
 - d. Destroying the observation data, including any copies, when the final report is complete; and
5. Assume responsibility for the protection of the observation data and liability for any inappropriate or unlawful release or publication of the observation data.

Section IV: Acknowledgement of Conditions for Conducting Observations in HIDOE

In addition, I acknowledge the following:

1. Participation in the observation by HIDOE students and personnel will be strictly voluntary and contingent upon the observer obtaining the necessary consents prior to conducting the observation;
2. After consenting to participate in the observation, participants (and, in the case of minor participants, their guardians on their behalf) may withdraw from the observation at any time, for any reason;
3. The observation and any related activities shall take place at dates, times, and locations agreed upon by the administrators of the participating schools and offices;
4. The observation and any related activities shall be conducted in compliance with the State Ethics Code.

¹ For information about the Form Code of Data Ethics, see the National Forum on Education Statistics' Forum Guide to Data Ethics, available from the U.S. Department of Education's National Center for Education Statistics (NCES) website at: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2010801>.

5. The observation shall be limited to the stated scope described in Section II of this document;
6. Observations of HIDEOE personnel shall not be used for the purpose of personnel performance evaluations;
7. Copies of the observation tool(s) shall, upon request, be made available to the administrators of the participating schools and offices for review prior to the conduct of the observation;
8. If the observation involves participants who are minor students, a copy of the observation tool(s) shall, upon request, be made available to the students' guardians for review in the office of the participating school;
9. If an Affirmation and Acknowledgement of the Processes, Procedures, and Conditions for Conducting Research in HIDEOE ("Affirmation Form for Researchers") form has been signed for a related Application to Conduct Research in HIDEOE, the terms of the Affirmation Form for Researchers also apply to the observation described in Section II of this document; and
10. In the event that any of the processes, procedures, or conditions for conducting observations in HIDEOE described in this document are violated, I will report the violation(s) and submit a detailed description of the violation(s) — including dates and other relevant details — to the HIDEOE Data Governance and Analysis Branch (DGAB) in writing within ten (10) days.

Section V: Affirmation of Responsibilities and Conditions

I, the observer named in Section I of this document, solemnly affirm that I will adhere to the processes, procedures, and conditions for conducting observations in HIDEOE described in this document.

Signature: _____ Date: _____

As applicable, complete the following information:

For Approved Research Applications:

Research App #:	
PI/Project Lead:	
Project Start Date:	
Project End Date:	

For Approved Data Sharing Agreements

DSA #:	
PI/Project Lead:	
Project Start Date:	
Project End Date:	