

December 1, 2014

Mr. Gregory A. Tatum
Superintendent of Schools
Union Township Board of Education
2369 Morris Avenue
Union, New Jersey 07083

Dear Mr. Gregory A. Tatum:

My name is Richard Grennor, and I have been employed with the Union Township Public School District for 13 years. I am a Doctor of Education student at Nova Southeastern University in Fort Lauderdale, Florida. The research I wish to conduct for my Doctoral dissertation involves "The Impact of Instrumental and Choral Music Instruction on Mathematics and Language Arts Literacy Achievement." This project will be conducted under the supervision of Dr. Mel J. Riddile (Dissertation Chair Professor/Co-Researcher, Nova Southeastern University) and Dr. John Billings (Dissertation Committee Member, Nova Southeastern University).

This letter serves as my second formal request for your approval and support in allowing me to obtain data from Kawameeh Middle School of the Union Township Public School District. The information I am requesting pertains to archived de-identified data for each eighth grade student enrolled during the 2013-2014 academic year in Kawameeh Middle School. I am asking for the following de-identified data on each student:

1. Age, Gender, Ethnicity
2. Socio-Economic Status (whether or not a student was enrolled in free and reduced lunch)
3. Whether or not a student was enrolled in Special Education
4. NJASK Scores for the students listed above when they were in Grades 5, 6, 7, 8
5. Mathematics and English grades for those students listed above when they were in Grades 6, 7, 8

In addition, I am requesting archived de-identified data for each eighth grade student currently enrolled in the 2014-2015 academic year in Kawameeh Middle School. I am asking for the following de-identified data on each student:

1. Age, Gender, Ethnicity
2. Socio-Economic Status (whether or not a student is enrolled in free and reduced lunch)
3. Whether or not a student is enrolled in Special Education

To ensure the protection of research participants, all of the data collected as part of this research will need to be provided to this researcher anonymously as de-identified data in accordance with federal, institutional and ethical guidelines. De-identified data refers to the process of removing any personal identifiable information from student's records, such that the data cannot be traced to a particular participant. All data used in this research proposal will remain unnamed and treated with confidentiality.

I have enclosed a copy of an approval letter from the former Superintendent of Schools, Dr. Jakubowski, as well as a copy of my successful completion of the training initiative certification for the "Protection of Human Subjects" provided by Nova Southeastern University's Research Ethics Board.

I believe that this study is important to the field and will openly share all of my findings with you. At this time, what I sincerely need and would most appreciate is: (1) a letter from the Superintendent of Schools granting permission for me to collect dissertation data, and (2) all necessary data concerning the above. If you require any further information, please do not hesitate to contact me at 908-472-8505 and at rgrennor@twpunionschools.org.

I remain sincerely appreciative and I thank you for your time and consideration concerning the above matter.

Sincerely,


Richard Grennor