

Metro-Atlanta School System IRB Database

An approval letter will be mailed to you after successful review of your project by the West Georgia IRB committee. After attaining West Georgia approval, attach the approval letter to your IRB packet and submit it to your county for final approval. The names of persons to whom you mail your paperwork, with their telephone numbers and addresses, are included below for school systems in Metro-Atlanta.

Atlanta Public Schools

IRB Contact	Dr. Nancy Emmons (<i>Dr. Sharon Hunt, Ex. Dir. for fall 2001 semester</i>)
Position	Dept. of Research, Planning, and Accountability
E-mail	nemmons@atlanta.k12.ga.us
Telephone	404-827-8186
Fax	404-827-8352
Mailing Address	Nancy J. Emmons Dept. of Research, Planning, and Accountability 222 Pryor Street, S.W. Atlanta, GA 30335
Special Instructions	<ul style="list-style-type: none"> • Submit 6 copies of your IRB packet to Dr. Emmons (<i>Dr. Sharon Hunt for fall 2001 semester only</i>). • APS requires that you keep signed and dated parental informed consent letters on file at your school. • APS reviews research proposals only four times a year. Proposals must be received by Dr. Emmons on August 1, October 1, February 1, or May 1. The approval process takes one month. (<i>For fall 2001 semester only, Dr. Sharon Hunt is reviewing proposals for the nine APS EDLE 6388 students as soon as she receives them. Send the six copies, along with the West Georgia approval letter, to Dr. Hunt.</i>)

Carroll County

IRB Contact	Ms. Cindy Saxon
Position	Director of Staff Development
E-mail	cindy.saxon@carrollcountyschools.com
Telephone	770-832-3568
Fax	770-832-0423
Mailing Address	Ms. Cindy Saxon Carroll County Schools Director of Staff Development 164 Independence Drive Carrollton, GA 30116
Special Instructions	None

Carrollton City Schools

IRB Contact	Ms. Rita Gentry
Position	Director of Secondary Education & Staff Development
E-mail	rita.gentry@carrolltoncityschools.net
Telephone	770-834-1868
Fax	770-834-4215
Mailing Address	Ms. Rita Gentry Carrollton City Schools Director of Secondary Education 601 Maple Street Carrollton, GA 30117
Special Instructions	None

Cherokee County

IRB Contact	Dr. Susan Padgett-Harrison
Position	Supervisor, Research & Assessment
E-mail	sph@cherokee.k12.ga.us
Telephone	770-704-4235
Fax	770-704-4234
Mailing Address	Dr. Susan Padgett-Harrison Supervisor, Research & Assessment 110 Academy Street Canton, GA 30114
Special Instructions	Request the Cherokee County research form from Dr. Padgett-Harrison's office. Attach your West Georgia IRB and West Georgia approval letter to the Cherokee form and submit the packet to Dr. Susan Padgett-Harrison.

Clayton County

IRB Contact	Dr. David Gregory
Position	Assistant Superintendent
E-mail	dgregory@ccps.ga.net
Telephone	770-473-2731
Fax	770-473-2706
Mailing Address	Dr. David Gregory Assistant Superintendent Clayton County Public Schools 120 Smith Street Jonesboro, GA 30236
Special Instructions	When writing your IRB, include the following two items: <ul style="list-style-type: none"> • time commitments required of target population • obligations/responsibilities of school(s) where research is conducted

Cobb County

IRB Contact	Ms. Judith Jones
Position	Director of Research & Evaluation
E-mail	judithajones@cobbk12.org
Telephone	770-426-3551
Fax	770-528-6778
Mailing Address	Ms. Judith Jones Director of Research & Evaluation Cobb County Schools 514 Glover Street Marietta, GA 30060
Special Instructions	<ul style="list-style-type: none"> • <u>Immediately</u> request Cobb County research forms from Ms. Jones's office. One page of the Cobb County forms requires your West Georgia professor's signature; include that signature page with your West Georgia IRB packet when mailing it to West Georgia. • When your approved West Georgia IRB packet is returned to you from the university, adapt it to fit Cobb County's research forms and submit the package (formatted for Cobb) to Ms. Judith Jones's office. • Cobb County review process takes about 3 weeks. • Please note: Cobb County's forms tell you NOT to contact the principal prior to receiving Cobb County approval. Please disregard those instructions, because the West Georgia IRB committee will NOT review your packet without your principal's signature. The principal's signature only provides tentative approval. Final approval is awarded after both West Georgia and Cobb County approve the project. Ms. Jones is aware that West Georgia requires the principal's signature prior to Cobb County's approval, and that the signature indicates tentative approval.

Coweta County

IRB Contact	Dr. Judy Robinson
Position	Director of Curriculum
E-mail	jrobinso@coweta.k12.ga.us
Telephone	770-254-2800 and 2801
Fax	770-254-2828
Mailing Address	Dr. Judy Robinson Director of Curriculum Coweta County Schools PO Box 280 Newnan, GA 30264
Special Instructions	None

DeKalb County

IRB Contact	Dr. Steve Pemberton
Position	Dept. of Research and Program Evaluation
E-mail	spe8176@dcss.dekalb.k12.ga.us
Telephone	404-508-2610
Fax	404-297-2374
Mailing Address	Dr. Steve Pemberton DeKalb County School System Dept. of Research and Program Evaluation 3770 N. Decatur Road Decatur, GA 30032-1099
Special Instructions	<ul style="list-style-type: none"> • Request DeKalb County research forms from Dr. Pemberton's office. • Adapt your West Georgia IRB to fit DeKalb's format. • Submit 6 copies of your IRB packet (formatted for DeKalb) to Dr. Pemberton 30 working days prior to the requested start date.

Douglas County

IRB Contact	Ms. Linda Lumpkin
Position	Assistant Superintendent of Instruction
E-mail	linda_lumpkin@douglas.k12.ga.us
Telephone	770-920-4103; secretary is Judy and her extension is 4102
Fax	Call their office for the fax number. At that time they will turn on their fax machine.
Mailing Address	Ms. Linda Lumpkin Asst. Supt. of Instruction PO Box 1077 Douglasville, GA 30133
Special Instructions	None

Fayette County

IRB Contact	Mr. Stuart Bennett
Position	Superintendent of Instruction
E-mail	bennett.stuart@fcboe.org
Telephone	770-460-3990 ext 115
Fax	770-460-3926
Mailing Address	Mr. Stuart Bennett Fayette County Schools Superintendent of Instruction 205 Lafayette Drive Fayetteville, GA 30214
Special Instructions	None

Fulton County

IRB Contact	Ms. Connie R. Maggert
Position	Coordinator, Research & Evaluation
E-mail	maggertc@fulton.k12.ga.us
Telephone	404-305-2160
Fax	404-305-2165
Mailing Address	Ms. Connie R. Maggert Policy, Research and Testing Office Fulton County Schools Jo Wells Educational Center 554 Parkway Drive Hapeville, GA 30354-4199
Special Instructions	<ul style="list-style-type: none"> Request from Fulton County their "Research Study Request Form". Submit the completed Fulton County form with 3 copies of your West Georgia IRB. The approval process takes 2-3 weeks. Ms. Maggert's secretary is Jennifer Arnold; email is ArnoldJP@fulton.k12.ga.us.

Henry County

IRB Contact	Dr. Greg Fields
Position	Curriculum & Instruction
E-mail	fieldsgr@henry.k12.ga.us
Telephone	770-957-6547
Fax	770-957-0301
Mailing Address	Dr. Greg Fields Curriculum & Instruction Department Henry County Schools 396 Tomlinson Street McDonough, GA 30253
Special Instructions	None

Paulding County

IRB Contact	Mrs. Paula Ercolini
Position	Director of Curriculum
E-mail	percolini@paulding.k12.ga.us
Telephone	770-443-8000 extension 10104
Fax	770-443-8089
Mailing Address	Mrs. Paula Ercolini, Dir. of Curriculum Paulding County Schools 522 Hardee Street Dallas, GA 30132
Special Instructions	None

