# Individual-Level and Unsuppressed Aggregate Data Request Form

The Colorado Department of Education (CDE) reviews all requests for individual level and unsuppressed aggregate data to determine if such requests would be considered a request for personally identifiable information. CDE and state and federal law define personally identifiable information as any information that alone or in combination that can identify an individual.

This form must be completed for the following scenarios:

* If you are requesting individual level data.
* If you are requesting aggregate data that has not been suppressed according to CDE’s disclosure avoidance requirements (e.g. you need all totals, including those less than 16 for student data and less than 5 for staff data).

**Please review the form in full, including the commitments listed at the bottom of the form, prior to completing the form.**

**All requestors must complete sections 1-3 and 6.**

**Depending upon the nature of your request, please complete section 4 OR 5.**

**Please complete the form in full and with sufficient detail.**

If you have questions about completing this form, please email them to DataRequests@cde.state.co.us.

Date of Request:

Date Data Needed:

Date Data Use Ends:

## **Requestor Contact Information**

Name:

Title:

Email address:

Phone number:

Organization:

Unit/Office if Colorado state agency:

Affiliated organizations and/or funding sources, if applicable:

Website for organization/funding sources:

## **All Parties with Access to Data**

Note: For requests from other state agencies for data to meet statutory mandates: With the assistance of CDE staff, please complete the DSA worksheet available from CDE’s Data Privacy Manager to address questions in this section.

Please list all staff who will need to access the requested data. Include name, title/role, and organization:

List the purpose(s) for the staff accessing the data (i.e. why/how will the staff members be interacting with the data?):

## **Organization Type**

[ ]  Contractor

[ ]  Higher Education Institution

[ ]  State Agency

[ ]  School district/BOCES/LEA

[ ]  Private Sector Organization

[ ]  Service Provider

[ ]  Other: Please specify:

## **Requests from Other Colorado State Agencies and Organizations working with CDE**

Note: For requests from other state agencies for data to meet statutory mandates: With the assistance of CDE staff, please complete the DSA worksheet available from CDE’s Data Privacy Manager to address questions in this section.

Describe in detail the purpose for requesting data. Please indicate if the data sharing is required by statute:

**Can this data be provided without personally identifiable information? If not, why not? Personally Identifiable Information can include data without direct identifiers (such as name or ID) but the elements of which could still be used to identify individuals.**

Please list the name(s) of CDE employees with whom you are working related to this request:

**Please attach a list of the requested data elements**. Please reference the “5. Requests from External Researchers - Specific Data Requested” section below for guidance and work with CDE staff to develop the list. Include the following information: school years for which data is needed, grade level(s) needed, geographic area for which data is needed (e.g. state, specific districts or schools), for which group data is needed (e.g. students, teachers, principals/superintendents, other).

* If you will need the data on a recurring basis, please indicate for how many years you will need data, why, and the approximate timeframe each year you will need to receive the requested data.

## **Requests from External Researchers**

### FERPA Compliance

If your research request involves student data, please watch this [FERPA training](https://studentprivacy.ed.gov/training/ferpa-201-data-sharing-under-ferpa) provided by the Privacy Technical Assistance Center (PTAC) prior to submitting this application. The training provides guidance on what kinds of data sharing is permissible under FERPA. Note: You will need to complete a free registration with PTAC to access the training.

**Please include the training certificate of completion for all requestors as an additional attachment with your application.**

### Overview of Proposed Research

1. What is the title of the proposed research project?
2. Explain in detail the purpose of the proposed research. Please be specific about why you are engaging in in the proposed project (i.e. what education issues/problem you are trying to address, what you anticipate learning from the project, and how the results may be used (e.g. by policy makers, by educators, etc)):
3. Describe your research design.
4. List the research questions you will be seeking to answer. Please be specific and include sub-questions as all research questions need to be explicitly approved.
5. Explain why you need all of the data requested. Data requested should be minimally sufficient to answer your specific research questions.
6. Can the requested data be provided without personally identifiable information? If not, why not? Personally Identifiable Information can include data without direct identifiers (such as name or ID) but the elements of which could still be used to identify individuals.
7. Describe your planned analysis and how it will address the research questions.
8. Will this research require any interaction with students, including conducting surveys completed by students? If so, explain in detail below and attach any surveys or other documents.
9. Please review CDE’s [Strategic Plan](https://www.cde.state.co.us/communications/strategic-plan). How does your proposed research align with this information? What is the anticipated benefit to CDE and/or Colorado children?
10. How will the results of your proposed research be disseminated and used (e.g., reports, peer-reviewed publications, conferences)? What are the publication standards for your field, with regard to naming districts or schools in results, if you will be publishing the results?
11. Have you completed any previous research on this subject? If yes, please provide a brief description of your previous work and attach any previous publications.

### Specific Data Requested

Please attach a spreadsheet listing the data points which you would like to include in your request.

* Please include a tab for each level of data you would like to request (student level, teacher/educator level, school level, district level).
* Please indicate the following for each tab:
	+ Which years of data should be included
	+ If you need a masked ID for individual level data.
	+ If you need school and/or district codes for those levels of data.
	+ If you only need data for particular schools or districts, please indicate the schools/districts for which you need data for on each tab.
	+ The name of each data point and a short description of it.

Please note the following:

* Standardized assessments have changed over time. Please see the [Assessment website](https://www.cde.state.co.us/assessment) for information on current assessments and the years in which these current assessments were administered. Requests for assessment data should focus on currently administered assessments (CMAS, PSAT/SAT, and/or ACCESS).
* Identifiable Free and Reduced Lunch status data is subject to additional federal disclosure requirements and is not available for general external research requests.
* CDE cannot provide individually identifiable educator effectiveness data.

The Data Sharing and Research Manager can provide guidance, as needed, on what data is available.

### CV

Please include CVs for all principal researchers on the project. If researchers are Ph.D. students, please include CVs of primary advisors.

## **Additional Commitments – to be completed by all requestors**

Show your agreement by clicking next to all of these requirements

[ ]  I understand that if this is an external research request for student PII, it will be subject to the approval of the Commissioner of Education and the State Board of Education.

[ ]  I understand that I must provide Institutional Review Board approval, with associated IRB research protocol, if my request is for research. Please include both the approval and protocol as attachments to this form.

[ ]  I understand that if my request is approved, I will be required to sign a Data Sharing Agreement that contains CDE’s privacy and security requirements prior to receiving the data.

[ ]  I understand that CDE’s PII Request Process for external research requests may take many months for approval (12+ months for external research requests for student PII) and I will ensure that the data request is submitted with enough time to complete that process

Complete this form and send all necessary attachments to DataRequests@cde.state.co.us

**Include all required and any supporting documentation (i.e. IRB protocol and approval, CV, grant funding applications, prior research papers, etc.)**