# Personally Identifiable Information Data Request Form

The Colorado Department of Education (CDE) reviews all requests for student personally identifiable information and educator data. CDE and state and federal law define personally identifiable information as any information that alone or in combination 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](mailto:DataRequests@cde.state.co.us).

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| Date of Request:  *Click here to enter a date.*  Date Data Needed:  *Click here to enter a date.* |
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| Date Data Use Ends:  *Click here to enter a date.* |
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| 1. **Requestor Contact Information** |
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| Name:  *Click here to enter text.*  Title:  *Click here to enter text.* |
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| Email Address:  *Click here to enter text.*  Phone Number:  *Click here to enter text.* |
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| Organization:  *Click here to enter text.* |
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| Unit/office if Colorado state agency: *Click here to enter text.*  Affiliated Organizations or Funding Sources, if applicable: |
| *Click here to enter text.* |
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| Address:  *Click here to enter text.* |
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| City:  *Click here to enter text.*  State:  *Click here to enter text.* |
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| Zip:  *Click here to enter text.* |
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| 1. **All Parties with Access to Data** |
| Please list the names here of all staff who will need to access the requested data |
| Name(s),Title(s)/Role(s), and Organization(s):  *Click here to enter text.* |
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| Purpose(s) for Accessing Data (i.e. why/how will the staff members be interacting with the data?):  *Click here to enter text.* |
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| 1. **Organization Type** |
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| Contractor  Higher Education Institution |
| State Agency  School District/BOCES/LEA |
| Private Sector Organization  Service Provider |
| Other: (please specify) *Click here to enter text.* |
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| 1. **Interagency Requests and Requests From Organizations Working With CDE/CDE Contractors** |
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| Describe in detail the purpose for requesting data. Please indicate if the data sharing is required by statute. |
| *Click here to enter text.* |
| **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.** |
| *Click here to enter text.*    Please list the name(s) of CDE employees with whom you are working related to this request:  *Click here to enter text.*  **Please attach a list of the requested data elements**. Please reference the “External Research Requests - 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. |
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| **5. 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.**  Please indicate which FERPA exception listed below this data request falls under:  Audit and Evaluation exception (to evaluate a federal or state-supported education program).  **An education program** is any program principally engaged in the provision of education, including early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.  Name of state or federal education program: *Click here to enter text.*  Study for or on behalf of an educational agency or institution.  School *Click here to enter text.*  School district *Click here to enter text.*  Post-secondary institution *Click here to enter text.*  Other education agency or institution *Click here to enter text.*  AND for the purpose of:  Developing, validating, or administering predictive tests;  Administering student aid programs; or  Improving instruction.  Please explain how your research meets the criteria for the FERPA exception indicated above:  *Click here to enter text.*  N/A – research involves no student data: Click here to enter text.  **Overview of Proposed Research**   1. What is the titled of the proposed research project:   *Click here to enter text.*   1. 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 research question 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):   *Click here to enter text.*   1. **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.**   *Click here to enter text.*   1. Explain why you need all of the data requested. Data requested should be minimally sufficient to answer your specific research questions:   *Click here to enter text.* |
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| 1. Explain the analysis or research that will be conducted using data. |
| *Click here to enter text.* |
| 1. List the research questions you will be seeking to answer. |
| *Click here to enter text.* |
| 1. Explain your research methodology. |
| *Click here to enter text.* |
| 1. 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. |
| *Click here to enter text.* |
| 1. Please review CDE’s [Key Initiatives from our Strategic Plan](https://www.cde.state.co.us/cdecomm/strategicplan). How does your proposed research align with CDE’s Key Initiatives? What is the anticipated benefit to CDE and/or Colorado children? |
| *Click here to enter text.*   1. How will the results of your proposed research be disseminated and used (e.g., reports, 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?   *Click or tap here to enter text.*   1. Have you completed any previous research on this subject? If yes, please provide a brief description of your previous work.   *Click or tap here to enter text.* |
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| **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 indicating 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 assessments and years for which data are available for specific assessments. * 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. |
| ***Attach all required and any supporting documentation (i.e. IRB protocol and approval, grant funding applications, prior research papers, etc.)*** |
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| **6. Additional Commitments – to be completed by all requestors** |
| *Show your agreement by clicking next to all of these requirements.* |
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| 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 I will be required to sign a Data Sharing Agreement that contains CDE’s privacy and security requirements. |
| 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. |
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| Complete this form and send it and all necessary attachments to [DataRequests@cde.state.co.us](mailto:DataRequests@cde.state.co.us) |