



# CDE Data Request Form

DATE: \_\_\_\_\_

<b>Person Requesting Information:</b> _____
<b>Affiliation and Address:</b> _____
<b>Phone Number:</b> _____ <b>Email Address:</b> _____

**Requested information:** (If the information you are requesting is available on the CDE web site the department will ask you to use the data located there. Please refer to the end of this document for a list of web locations which may contain the data you are requesting).

**Note: CDE will blank out data with student counts of less than 16 students on all data requests. This is to ensure that student confidentiality is maintained. When making your request please keep this in mind.**

**Grade level to be included in data request** \_\_\_\_\_

**Content Areas to be included in data request** \_\_\_\_\_

**Years to be included in data request** \_\_\_\_\_

**Other Information:**

**Purpose:** (This information will assist us in meeting your request.)

**Level of detail:** (Do you want your analysis in percentages or numbers, scale scores or performance levels? Which demographic variables would you like?)

**How would you like this information?** 0 Electronic Copy (Be sure to provide an email address.)

0 Hard Copy (Please provide a mailing address.)

**In what format would you like your analysis?** (ie. Excel spreadsheets)

**Date information is needed:** \_\_\_\_\_

<b>Have you checked the CDE website for this information?</b> YES NO
If not please visit <a href="http://www.cde.state.co.us/index_assess.htm">www.cde.state.co.us/index_assess.htm</a> before submitting this form. The information you are requesting may be found on the website. See the end of this document for a list.

**TO BE COMPLETED BY CDE STAFF:**

CDE Authorization: \_\_\_\_\_ Priority Level: Low High

CDE staff responding to the request: \_\_\_\_\_ Date and name information was released:

\_\_\_\_\_

Format of analysis: \_\_\_\_\_