

CDE Data Request Form

DATE: _____

Person Requesting Information: _____

Affiliation and Address: _____

Phone Number: _____ Email Address: _____

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: _____

Have you checked the CDE website for this information?

YES

NO

If not please visit www.cde.state.co.us/index_assess.htm before submitting this form. The information you are requesting may be found on the website. See the end of this document for a list.

Note: If your request involves disclosure of *personally identifiable student information* (PII) to another CDE Office or an outside entity, **additional information is required**. PII means a dataset that is linked to a specific individual and that would allow a reasonable person in a school community, who does not have knowledge of the relevant circumstances, to identify the individual with reasonable certainty.

-If you are a *CDE Office* you must fill out the Inter-Office Data Sharing Agreement:

<http://mycde.cde.state.co.us/generalresources/datasharing>

-If you are an *outside entity* you must address information in the Checklist for Data Sharing Agreements:

<http://www.cde.state.co.us/cdereval/dataprivacyandsecurity>

If you have a question as to whether you are requesting PII, contact Dennis St. Hilaire

(st.hilaire_d@cde.state.co.us) and he will connect you with the Data Owner so this can be verified.

It is recommended that you use individual but de-identified data, instead of PII, for your request if at all possible

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: _____