



R&E Data Request Form

In order to maintain the integrity and order of BCSD student data, please use the R&E Data Request Form to request data reports. Upon completion, please return form to the front desk in the Department of Research and Evaluation or fax to 631-4773.

- Requestor is encouraged to follow up with R&E to ensure that request for approval has been received.
- **Allow two weeks following approval** for request to be processed. R&E will contact Requestor with estimated completion date.
- Information may not be disclosed, made available or otherwise used for purposes other than specified.
- Violations of terms of agreement will constitute misuse of information.
- **All form fields are required. Incomplete forms will not be considered.**

If you have questions about this form, please call R&E at 631-4671.

Requestor Name:

Department:

Phone Number:

Use/purpose of this request:

Specific research questions to be addressed by data:

Required data elements: *(CST ELA or Math scores, embedded assessment Theme 1 by Grade for XX School, etc.)*

Required Date:

File Type of Report: *(Word document, Excel spreadsheet, etc.)*

R&E Data Service Agreement

I acknowledge that I have requested and will receive upon approval student data on BCSD pupils in electronic format. I understand that this data request is complete and/or correct as of this date. I will use the data only for the purpose indicated in the request.

Signature: _____ Date: _____