

# NC Department of Public Instruction

## Research Data Request Form

---

The following form may be used to request student data from the North Carolina Department of Public Instruction (NCDPI). Please understand that the DPI data's primary purpose is to support required state and federal reporting, funding of local education agencies, education accountability, and public reporting. Data requests outside this scope can only be accommodated as resources are available. <sup>1</sup>

If a data request is approved, it will be filled based upon a DPI priority list that may not be in accord with the requester's timeline.

### **Criteria used to determine approval or denial of research data requests**

NCDPI will consider research requests for student and staff-level data from graduate students (Master's or PhD level) or professional researchers, and for which there is an agency sponsor. **NC DPI recommends that individual student and/or staff record data requests go to the North Carolina Education Research Data Center, with whom we partner to supply record level data**

([http://www.childandfamilypolicy.duke.edu/project\\_detail.php?id=35](http://www.childandfamilypolicy.duke.edu/project_detail.php?id=35)).

Graduate Students must have a letter of support from their supervising professor, and the university must have an Institutional Review Board (IRB).

Unsolicited research proposals from individuals or organizations independent of NCDPI must be affiliated with an IRB if requesting student-level data or provide a letter of support from the sponsoring professor, organization or Federal government. If the request is approved, NCDPI will only grant access to student level data that are directly relevant to the request.

Please return the completed and signed form to:

NC Department of Public Instruction

6367 Mail Service Center

Raleigh, NC 27699

Attn: KC Elander, Education and Policy Consultant

---

<sup>1</sup> Please see the North Carolina Public Records Act at [www.ncga.state.nc.us](http://www.ncga.state.nc.us) for more information.

All requests for Personally Identifiable Information (PII) (student-level data) must be approved by the State Superintendent or designee. The NC DPI staff will seek approval on behalf of all data requestors. **If the data request is approved for PII about individuals, all requesters must adhere to the following requirements:**

- Requester must be responsible for the information obtained—for using it appropriately, and only for authorized purposes.
- Requester must not use the data for any other purpose or research other than the specific purpose stated in this request.
- Requester must agree to comply with the provisions of the Family Education Rights & Privacy Act (FERPA).
- Confidentiality agreements are required for all personnel who have access to the requested data. A copy of the confidentiality agreement for outside agencies may be obtained from <http://www.ncpublicschools.org/data/management/resources/>.
- If the requester deliberately or accidentally misuses the obtained information, the requester may lose access to data, and/or face dismissal or prosecution under the scope of all applicable federal and state laws.
- The requester may not share data and information provided by NCDPI with any other entity without prior written approval from NCDPI.
- Data from NCDPI must not be taken outside the United States.
- A Memorandum of Agreement (MOA) between NCDPI and any organization or individuals conducting educational research is required for the release of any PII about individuals. (DMG-2009-001-RR)
- Results will not be displayed or distributed in a breakdown by student group where the number of students in the group is too small (fewer than five). In any group where the percentage of students is greater than 95% or less than 5%, the actual values may not be displayed because of federal privacy regulations (FERPA). (DMG-2009-004-SE)
- NCDPI reserves the right to bill for all effort required to complete a data request which involves customized programming not already in production.
- Aggregated level data will not require a MOA/MOE or confidentiality agreement.

# NCDPI Data Request Form

---

Please complete all fields. Providing this information will help DPI process your request quickly and accurately.

<b>Date of Request:</b>	
<b>Requester:</b>	
<b>Title:</b>	
<b>Phone:</b>	<b>E-mail:</b>
<b>Mailing Address:</b>	
<b>Organization:</b>	
<b>Brief Description of Organization:</b>	
<b>Desired Date</b> (Data requests will be filled based upon NCDPI priority list):	
<b>Is there someone at NCDPI who is sponsoring your data request? If yes, provide the name and title:</b>	
<b>Description of Data Request:</b>	
<b>Data Level</b> <ul style="list-style-type: none"> <li><input type="radio"/> State</li> <li><input type="radio"/> LEA (District)</li> <li><input type="radio"/> School</li> <li><input type="radio"/> *Teacher/Class</li> <li><input type="radio"/> *Student (The researcher will be referred to NC ERDC and required to enter into a formal Memorandum of Agreement [MOA])</li> </ul>	
<b>*This type of request is uncommon and typically referred to NC ERDC for completion. If requesting individual (teacher or student) level data, under what exception to FERPA does your research or organization fall?</b> <ul style="list-style-type: none"> <li><input type="radio"/> Study</li> <li><input type="radio"/> Accrediting Organization</li> <li><input type="radio"/> Financial Aid</li> <li><input type="radio"/> Other: _____</li> </ul>	

# NCDPI Data Request Form

---

**Purpose/How Data Will Be Used** (The explanation should include the study title, a description of your research and the question(s) you are trying to answer):

**Target Audience:**

**List All Variables/Data Elements Being Requested**

**How Would You Like To Receive This Data?**

- Electronic Copy (Be sure to provide an email address)
- Hard Copy (Please provide a mailing address)

**In What Format Would You Like Your Data?** (i.e. Excel spreadsheets)

**Potential Benefits to North Carolina Education:**

**Additional Information:**

# NCDPI Data Request Form

---

I understand and agree to the terms, conditions, and responsibilities set out in this Agreement.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

TO BE COMPLETED BY NCDPI STAFF:

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

NCDPI staff responding to the request: \_\_\_\_\_

Date and name information was released: \_\_\_\_\_

Referred to NC ERDC: \_\_\_\_\_