



Research & Analysis
2415 LaPorte Avenue
Fort Collins, CO 80521
970-490-3693 • 970-490-3001 Fax
dschmitz@psdschools.org
www.psdschools.org

Request for Archival Data Checklist

Poudre School District (PSD) encourages research and scholarly inquiry and partners with qualified researchers in their efforts to provide guidance and insight to educational practitioners. To this end, PSD has established a process by which researchers can access our district's data in a manner that provides protections for the students we serve. Please take a few moments to familiarize yourself with the documents and procedures that allow PSD to provide this service to our partners in research.

The following checklist is intended to help you move through the PSD process for approval within the expected time frame of 45 days or less.

1. Email *Application to Obtain Data Files*.
2. Email a two- to five-page research proposal that contains the following information:
 - purpose
 - research questions
 - data
 - analysis methods
 - planned dissemination of results
3. Email (or mail) evidence that the principal investigator is a qualified researcher for the proposed project.
4. Email (or mail) evidence of IRB approval from sponsoring institution if available.
5. Mail a *Poudre School District Affidavit of Nondisclosure* for each required researcher.

Email: Dwayne D. Schmitz, Ph.D.
dschmitz@psdschools.org

Send mail to: Dwayne D. Schmitz, Ph.D.
Research & Analysis Coordinator
2413 LaPorte Avenue
Fort Collins, C) 80521

Phone: 970-490-3693



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Request for Archival Data Procedure

Applications to obtain use of Poudre School District data files will go through a four-step process. (See page 3 for the Application).

- 1. Receipt Process**
- 2. Application Review**
- 3. Researcher Notification**
- 4. Dissemination of Data**

1. Receipt Process

When PSD receives an application, the following actions will begin:

- a. An initial review of the application will be conducted by the PSD Approving Administrator of Research (AAR). Any missing documents will be identified and an email sent to the researcher(s) noting the missing documents and requesting the documents be submitted to enable the review.
- b. Once a complete packet is submitted, a confirmation email will be sent to the researcher(s) and include an application receipt date. (The researcher's name and research topic will be added to the PSD Request to Obtain Data Tracking, 20XX-XX.docx.)

2. Application Review

The review of applications includes the following steps:

The Approving Administrator of Research (AAR), and when possible one other individual, will complete the *Poudre School District Obtaining Data Review Sheet* in its entirety. The recommendation will include one of the following:

- Approval of the data request
- Approval of the data request with conditions and listing the specific conditions
- Refusal of the data request

3. Researcher Notification

- a. An electronic notification of intent to approve will be sent to the researcher and include any final conditions that must be met before an approval letter is granted.
- b. Any researcher or assistant that will have access to the resulting data must submit a signed *PSD Affidavit of Nondisclosure*.

4. Dissemination of Data

Upon successful completion of steps 1 through 3 above, an electronic approval notification will be sent to the researcher by the AAR. (District staff will access PSD data and arrange for transferring the data set to the researcher.)



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Request for Archival Data Application to Obtain Data Files

Poudre School District (PSD) encourages research and scholarly inquiry using data files that PSD maintains. Please complete this form in its entirety (use as much space as necessary). If the requested information is non-applicable, please note NA in the space provided.

When complete, email this form and all required documents designated in section D to:

Dwayne Schmitz, Ph.D.
Administrator of Research Requests
dschmitz@psdschools.org

Part A: Contact Information

Date

Name of principal investigator(s)

Researcher's organization/position

Address

City, State, Zip

Work phone

Home phone

Fax

Email

Part B: Research Project

Project title

Preferred data delivery date

Projected completion date

Part C: Data Requested

1. Specific school site(s) (if any)
2. Grade levels
3. Content areas
4. Years to be included
5. Specific test scores (CSAP, MAP, DRA2, etc.)
6. Student variables

7. Teacher variables

8. School variables

9. Hierarchical data structures (linkages)

10. Please describe as accurately as possible the data you are requesting of Poudre School District. Include any additional information not requested above that will help PSD provide accurate and useful information.



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Affidavit of Nondisclosure

Please complete the affidavit below, sign, and mail to address listed at bottom of page.

Project title _____

Name _____ Date _____

Email _____ Phone _____

Address _____

City, State, Zip _____

I, _____ do affirm that when given access to the Poudre School District dataset(s) or file(s) related to the above named research project, I will

1. keep all student, teacher, and school information confidential, including individual student scores;
2. not release any data or data subset obtained in connection with my participation in the above named project to any individual or party; and
3. conduct the research in all respects according to the conditions under which this research project's application may be approved, including district policy on educational research. In compliance with the Family Education Rights and Privacy Act of 1974, I assure the district identifiable data collected for this study will be kept confidential.

Signature

Date

Mail to: Dwayne D. Schmitz, Ph.D.
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