

**CHEROKEE COUNTY SCHOOL DISTRICT
Supplemental Request for Access to Confidential Assessment Data**

Name _____ Date of Request _____

Phone: _____ E-mail: _____

CCSD Employee: Yes ___ No ___ If **NO**, list employer: _____

College/University Supervising Activities _____

Degree in Progress _____

The Cherokee County School District (CCSD) is committed to protecting its educational environment, students, staff, their privacy, and the security of their data.

- CCSD has a legal and ethical obligation to protect the privacy of our students. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g and its implementing regulations) and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232g and its implementing regulations) are federal laws that protect the privacy of students and education records. The laws apply to all schools that receive funds under an applicable program of the U.S. Department of Education.
- CCSD will carefully consider the best interest of its students before granting access to them, their data, or our staff and their data. **Any student data provided to support approved research would be anonymous and de-identified.** Data that is shared will be limited to what is determined by the Director of Assessment to be **directly relevant** to the research request as approved.
- Due to the number of data requests that CCSD receives, our ability to provide access to de-identified student data is limited.
- Researchers are encouraged to consider publicly available data files through sites such as www.gadoe.org or www.gosa.georgia.gov before making a request for CCSD secure data.
- Researchers who are denied access to confidential data will be provided a reason in order to determine if a revised request could be submitted.

DIRECTIONS: Applicants requesting access to confidential data should complete the following items. Completed requests should be forwarded to the Director of Student Assessment. *Please note that approval to access confidential data **does not imply** approval to conduct research in CCSD. Access to confidential data is a supplemental request required of all research applications that include the use of CCSD secure data.*

1. Describe what data is being requested (Be as specific as possible including the type of data, dates covered, format that you are requesting the data be provided, etc.)?
2. Please provide a brief explanation about the purpose of your research study (Include a list of research question(s) or hypothesis(es) to be answered): How does the data you are requesting inform your research study?

3. How will the data security be maintained (Include a description of how it will be stored as well as how it will be reported)?

4. When will the data be destroyed and by what method?

Upon being granted access to confidential data, CCSD expects that all researchers will:

- Abide by CCSD policies and procedures.
- Keep all personally identifiable information (as defined in FERPA) confidential and not disclose information obtained through the research agreement without the written permission of CCSD.
- Agree that CCSD will continue to own the data and agree to a data destruction schedule outlined above.
- Agree that information gathered during this research can be used for no other purpose other than as approved in the research request.
- Agree that access to data will be limited only to those representatives of the Applicant's institution with legitimate interests under the approved research and will not distribute the data to others.
- Will not identify or include identifiable characteristics of any school without authorization from CCSD.
- Will not publish any information that could be used to identify individual students or employees of the school system without authorization from CCSD.

I, _____, do hereby agree to abide by the expectations outlined above.

Signature _____ Date _____

Staff Use Only

Director of Assessment: _____ Date _____

___ Approved (Conditions):

___ Denied (Reason):