DATA COLLECTION/ANALYSIS PROJECT CHECKLIST

OVERVIEW

This document is a companion to ESU #3's Request for Data Collection/Analysis Services and Support and is designed to help educators, administrators, school districts and/or their designees create a framework for effective research aimed at improving teaching and learning for all students.

USING THIS CHECKLIST

This document is designed as a checklist to ensure the data collection and analysis processes:
- safeguard student privacy
- include ethical data-collection strategies
- support a plan that specifies data use, retention, and destruction

ESU #3's 18 member school districts are subject to mandates regulating information collection retention and use, including the Family Educational Rights and Privacy Act and the Protection of Pupil Rights Amendment (PPRA) that help protect the rights of students, parents and educators. ESU #3 is committed to helping districts operate within federal guidelines. Questions related to compliance with these federal guidelines may be addressed to ESU #3 Professional Development Department

GETTING STARTED

The following forms are included in this document and should be completed as part of the data collection/analysis project planning process.

- Data Project Request Intake Form
- Acknowledgement of Confidentiality Requirements

The following checklist is most appropriate in planning for data collection through surveys. ESU #3 recommends electronic deployment of surveys, and can provide start-to-finish guidance on all checklist items, including survey creation, launch and data analysis.

PROJECT PLANNING CHECKLIST

Project Leadership

- ☐ Identify team/project contact(s)
- ☐ Identify data manager(s), if other than project contact(s)

Project Initiation

- ☐ Create project title
- ☐ Develop purpose statement
- ☐ Understand and state significance of the data collection
- ☐ Anticipate any limitations of research

Project Duration

☐ Identify whether project is one-time, ongoing or repeatable/comparative

☐ Create a timeline for:

_____ Data project intake meeting with ESU #3

_____ Survey development

_____ Survey launch/deployment

_____ Data collection

_____ Data assimilation and return

_____ Data analysis and follow up

Respondents

☐ Identify target audience/survey respondents including:
_____ e-mail addresses for respondents

_____ URL for respondents

☐ Cite expectations of respondents (Complete single survey? Participate in follow-up activities?)

☐ Outline how/if information will be shared with respondents (feedback statement)

Survey Tool*

☐ Identify anticipated item responses:

_____Open-ended

_____Ranked

_____Scaled

_____Descriptions

_____Agreement

☐ Consider scope of survey tool

☐ Identify data-output formats (Charts? Reports? Spreadsheets?)

*ESU #3's survey software can also be used to perform online registration and testing, in addition to traditional surveys/questionnaires. Regardless, all data collected are encrypted and stored on secure servers

Data Quality, Retention and Data Destruction

- ☐ Outline plan for ensuring quality of data
- ☐ Pinpoint who will access raw data
- ☐ Have a plan for data retention/storage/security
- ☐ Have a plan for data destruction

Reporting

- ☐ Specify use of data
- ☐ Specify how findings will be shared

ESU 3 CONTACT INFORMATION

For questions about completing this checklist or to schedule an appointment for research-project discussion, contact:

<div align="center">

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ESU #3 Data Project Request Intake Form

Requestor Name: (i.e. School District representative, ESU #3 Staff, Other)	Project Request Date:

Requestor Contact Information: School District/Agency: Phone: E-Mail:

Title of Proposed Data Collection/Analysis Project:

Project Summary:

Project Completion Date:

By signing below, the Requestor of the data collection/analysis assistance from ESU #3 certifies that he or she or the entity he or she represents will abide by the terms of this Agreement.

Signature of the Requestor of the Data Collection/Analysis Project:

Project Approved By:	Date:

ESU #3 Project Coordinator:

ACKNOWLEDGMENT OF CONFIDENTIALITY REQUIREMENTS

I, _____

hereby acknowledge that I may be given access to confidential, personally-identifiable information as part of this ESU #3 supported Data Collection/Analysis Project and I hereby acknowledge that I:

>   Cannot use, reveal, or in any other manner disclose any personally-identifiable information furnished, acquired, retrieved, derived, or assembled by me or others for any purpose other than those purposes specified in the ESU #3 Data Project Request Intake Form ; and

>   Must comply with Family Educational Rights and Privacy Act (FERPA) [20 U.S.C 1232g; 34 CFR Part 99]; and

>   Data must only be used for purposes associated with the data collection and analysis specified in this request for data collection/analysis assistance.

I also pledge to adhere to all data security guidelines applicable to this project. I understand that I am subject to disciplinary action by my employer or civil penalties for disclosing this information to any unauthorized individual or entity.

Signature: _____

Date: _____