

REQUESTS FOR DATA COLLECTION/ANALYSIS SERVICES AND SUPPORT

PURPOSE AND GENERAL PROCEDURES

The purpose of this document is to outline processes and procedures for requesting support services from the Educational Service Unit (ESU) #3 Professional Development Department (PDD) for the collection and/or analysis of data related to educational settings and purposes.

School districts and/or their designees and ESU #3 staff may request assistance from the ESU #3 PDD related to the process of collecting and/or analyzing data for purposes related to program development, implementation and evaluation. School districts and/or their designees may also request assistance from the ESU #3 PDD in the analysis of student achievement data related to their school improvement processes.

School districts may request assistance in the areas of data collection and data analysis as part of their Direct Service Plan or they may contract with the ESU #3 PDD for such services at the school district's expense. Contracting for these services will be contingent upon the availability of ESU #3 staff and resources.

All requests for data collection and/or analysis assistance must be provided to the ESU #3 PDD in writing using the Data Project Request Intake Form (Appendix A).

Prior to the approval of requests for data collection and analysis assistance, all requests will be reviewed by ESU #3 for:

- Compliance with guidelines set by the Family Educational Rights and Privacy Act (FERPA)
- Recognized and research-based practices for the collection and use of data
- Alignment to the mission and goals of ESU #3

Requests meeting these general expectations may be approved, and a meeting for the purpose of clarifying objectives, end products, timelines, areas of responsibility and data security requirements will be arranged.

REVIEW OF REQUESTS FOR DATA COLLECTION/ANALYSIS SERVICES

All requests for data collection and analysis assistance projects made to the ESU #3 PDD shall be reviewed specifically for:

1. The degree to which the project is aligned with the ESU #3 mission and goals aimed at improving teaching and learning for all students.
2. The degree to which the project can be conducted using available data-gathering and analysis tools and ESU #3 resources.
3. The capacity of the project requestor to keep sensitive data secure and compliant with FERPA guidelines and requirements.

4. The availability of ESU #3 staff to fulfill the data project request and to monitor the project activities.
5. The degree to which the project reflects recognized research-based practices for the collection, analysis and use of the data.

TARGET DATA USE

All data collected by or on behalf of ESU #3 and provided to the data requestor, all data resulting from merges, matches, or other uses of the data provided by ESU #3 with other data, shall be referred to as **target data**. The target data may be provided in various forms including, but not limited to, written or printed documents, computer tapes, diskettes, CD-ROMs, hard copy or encrypted files.

The data requestor may use the target data only for the purposes stated in the Data Project Request Intake Form. The use of the target data is further limited by the provisions of the Federal Educational Rights and Privacy Act (FERPA).

Requestors may be asked to provide a copy of any and all products resulting from the data collection (e.g., publication, report, presentation) to ESU #3.

Documentation of all data collection and analysis requests will be maintained by ESU #3. ESU #3 staff will track progress on each data collection/analysis project. Files sent and technical assistance provided to the requestor will be included in the tracking documentation.

INDIVIDUALS WHO MAY HAVE ACCESS TO TARGET DATA

The data project requestor and ESU #3 agree to limit and restrict access to the target data to only those individuals who have been designated in the Data Project Request Intake Form as the users of the data or those individuals who may be designated to provide support in the use of the data (e.g. secretaries, typists, computer technicians, etc.).

LIMITATIONS ON DISCLOSURE

Requestors of the data collection and/or analysis projects and ESU #3 shall not use or disclose the target data for any purpose not expressly stated in the Data Project Request Intake Form.

Requestors and ESU #3 may publish the results, analysis or other information developed as a result of any research based on the target data made available under this Agreement only in summary or aggregate form, ensuring that no personally-identifiable information is disclosed.

ESU #3 may use, for purposes aligned to the mission and goals of ESU #3, the results, analysis, or other information developed as a result of any research based on the target data made available under this Agreement only in summary or aggregate form, ensuring that no personally-identifiable information is disclosed.

In keeping with Nebraska Department of Education reporting guidelines, ESU #3, has established 10 as the minimal cell size that may be reported or published.

NOTICE OF CONFIDENTIALITY AND NONDISCLOSURE

ESU #3 may collect certain data that contain confidential personally-identifiable information, and ESU #3 is mandated by federal and state law to protect the confidentiality of such data.

ESU #3 is willing to make such data available for research and analysis purposes to improve instruction in public elementary, secondary and postsecondary schools; but, only if the data are used and protected in accordance with the terms and conditions stated in this Agreement and when ESU #3 deems the research and analysis to be conducted consistent with its own mission, services and programs.

Individuals requesting data collection/analysis assistance from the ESU #3 PDD that may include confidential personally-identifiable information shall ensure that all individuals who will have access to the data shall be required to sign and comply with terms related to the strict confidentiality of such data in the Acknowledgement of Confidentiality Requirements (Appendix B).

OWNERSHIP

The results of data collection and the subsequent data analysis by ESU #3 and all reports and other products generated as a result of the data collection are considered the property of ESU #3.

ESU #3 may grant the requestor of the data collection/analysis project or the entity he or she represents a royalty-free non-exclusive license to use the results of the research and all such reports and other products produced so long as such use is consistent with the requirements of the FERPA and the parameters of these data collection and analysis procedures.

SECURITY REQUIREMENTS

Requestors of data collection/analysis project assistance and ESU #3 shall institute measures to insure the security of all data and information related to the collection and analysis of the data.

Requestors of data collection/analysis project assistance and ESU #3 shall ensure that all printouts, tabulations and reports are edited for any possible disclosure of personally-identifiable target data and that cell sizes are 10 or more.

Requestors of data collection/analysis project assistance and ESU #3 shall establish procedures, as necessary, to ensure that the target data cannot be extracted from a computer file or database by unauthorized individuals.

Questions about any of these processes or procedures for data collection and/or data analysis should be addressed to:

Sue Anderson, Ph.D., Director
Professional Development Department
sanderson@esu3.org
402-597-4881

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: _____