



CONFIDENTIAL STUDENT DATA REQUEST REVIEW CRITERIA

PRINCIPAL INVESTIGATOR	REQUEST NUMBER
------------------------	----------------

RESEARCH STUDY TITLE

INSTRUCTIONS

Use this form to aid in the review of Confidential Student Data Requests. The Data Request Team will complete this checklist for each request before sending their recommendation on to the Learning Services group for a final decision.

REQUIRED CRITERIA

Requirement	Response	Comments
1. Did researcher complete the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Is the researcher (and any institutions with which he or she is affiliated, including third-party funders of the proposed research project) in an advocacy role with respect to the topic of the study or does the researcher have a stake in the study's outcome?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Does the researcher propose to study a topic relevant for policy decision-making?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Does the researcher agree to destroy data when no longer needed as defined by the Memorandum of Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

STUDY DESIGN AND METHODOLOGY

Requirement	Response	Comments
1. Does the application include specific, well thought out research questions that relate to a topic relevant for policy decision-making?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Can the research questions be answered effectively with data DESE has available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

OBJECTIVITY AND CREDIBILITY

Requirement	Response	Comments
1. Does previous work published by the researcher (and/or faculty advisor) suggest that he or she has expertise in the topic to be studied and the methodology to be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

BENEFIT AND RELEVANCE TO DESE POLICY AND PROGRAMMING

Requirement	Response	Comments
1. Does DESE have the capacity to fulfill the request at this time?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Is gathering more information on the proposed topic a high DESE priority?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

3. Will the information gathered will be relevant either statewide or for high-priority districts or schools?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is the study likely to provide information in time to be of use for anticipated decision-making?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Does the study overlap with other work already in progress?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Do the authors agree to produce both a technical and non-technical version of the report for DESE staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

INITIAL REVIEWER RECOMMENDATION

Approve Request Deny Request

DATA SYSTEMS ADMINISTRATOR

DATE

COMMENTS

FINAL RECOMMENDATION – LEARNING SERVICES DIVISION

Approve Request Deny Request

DEPUTY COMMISSIONER

DATE

COMMENTS