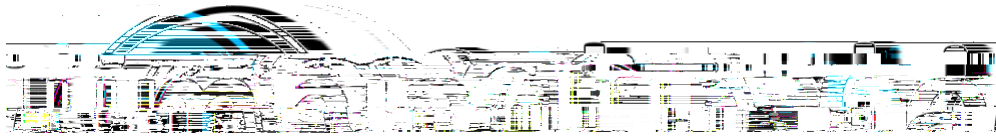




## Forms and Considerations to Obtain Data from Columbia Public Schools



The Columbia Public Schools (CPS) has developed this document to establish the requirements for requesters applying to receive data including data CPS has deemed confidential, personal, and private (Confidential Data), and ensure compliance with Federal and Missouri laws and regulations and CPS policies.

release of data in the schools.

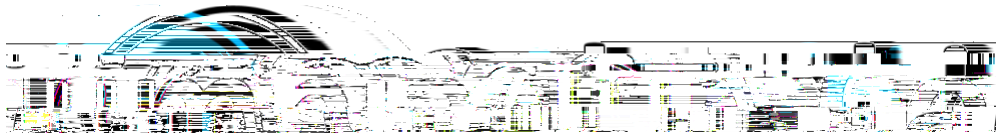
- The **legal background** stems from provisions of **The Family Educational Rights and Privacy Act** (FEFRA) that affords parents and students certain rights regarding student records, the administration of surveys, and the collection and use of personal information. (Statute: 20 U.S.C. 1232g. Regulations: 34 CFR, Part 99)
- Additional legal background stems from the provisions of the **Federal Protection of Pupil Rights Amendment** (PPRA) (20 U.S.C. § 123h; 34 CFR Part 98). CPS follows PPRA adherence to specific standards when a survey, analysis, or evaluation is funded by the U.S. Department of Education.
- Confidential Data are:
  - Any student records which contain Personally Identifiable Information, as that term is defined by 34 CFR 99.3 of the Family Educational Rights and Privacy Act;
  - Any employment records which contain individual level data (i.e. information about individual employees); and
  - Aggregate data constructed from student or employment records comprising a group size of fewer than ten individuals.
- Establish contact points



The Data Request Form must be completed.

- The purpose of this form is to provide clarity and specificity to CPS Data Services regarding the data being requested.
- It is important to state the reasons for the data request so Data Services can effectively pull the

Data 10(s r)17(e)-10(ga)12(r)4 wh3Gr tb



- Individuals or organizations seeking CPS data are strongly encouraged to first utilize publicly available data sources such as the Department of Elementary and Secondary Education (DESE).
- DESE has a significant amount of school district data available at:  
<https://apps.dese.mo.gov/MCDS/Home.aspx>
- DESE publishes a school district profile containing everything from school district finances to demographics and assessment results. The CPS profile can be found at:  
[https://apps.dese.mo.gov/MCDS/Reports/SSRS\\_Print.aspx?Reportid=6a5392af-6f3d-46a5-92e1-f39fdfa861c2](https://apps.dese.mo.gov/MCDS/Reports/SSRS_Print.aspx?Reportid=6a5392af-6f3d-46a5-92e1-f39fdfa861c2)
- The Office of Civil Rights collects data from school districts every two years:
- <http://ocrdata.ed.gov/flex/Reports.aspx?type=school>
- The National Center for Educational Statistics through the U.S. Department of Education also collects data on schools and school districts:  
<https://nces.ed.gov/>
- General information is also published on the CPS website. See the [Assessment, Intervention, and Data](#) website for general enrollment/demographic statistics and state assessment results by school and for the whole district.

Assessment, Intervention, & Data: <https://www.cpsk12.org/AID>

CPS generally does not analyze the data for the organization/person making the data request.

- Providing the final report format needed will assist CPS in fulfilling the data request.
- It is the responsibility of the requesting organization/person to know how they wish to analyze the data.
- It is important for the requesting organization/person to know how the data they are requesting will answer their questions or inform their practices.

CPS encourages organizations to collect their own data for program evaluation. Use of CPS data, such as academic outcomes, to measure the effectiveness of a program not directly related to CPS programs and initiatives are inconclusive because numerous variables impact results.



## CPS Data Request Form

### Contact Information

Request made by: \_\_\_\_\_ Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
e-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Institution/Department \_\_\_\_\_

Is the organization requesting this data funded by or affiliated with the United Way?

Yes  No

Describe/list the data being requested. Be specific and list all pieces of information requested. If disaggregation is required, please specify (by school, by race, by grade, etc.), including time frame of records.

Briefly describe how you hope to use the data. If possible, provide a copy of any report form you are using. This description will assist CPS Data Services in retrieving the data in a format that best meets the needs of the requester.

Is there a specific template/format that needs to be followed?

Yes, please include a copy of the template  
 No