Type A: For aggregate level data (example: how students in a program performed as a whole)

- Email research@seattleschools.org to receive an application
- Fill out application and return to same address - indicate desired timeline for data
- We will contact you if your request is feasible/modifications needed/etc.
- You will also receive an estimated timeframe when the data can be completed for you
- Helpful Tips:
    - Enter as many details as possible into the research request application- include specific measures that you want, school years, school names, etc.
    - Give data file with students in your program- include SPS student ID numbers
    - Submit the request 2 months before you need the data

Type B: For individual student level data (example: how students in a program performed individually or for an organization to do their own analysis)

- Email research@seattleschools.org to receive an application
- Fill out application and return to same address
- We will contact you if your request is feasible/modifications needed/etc.
- You will then be sent one of two data sharing agreements to sign
    - *Personally identifiable data sharing agreement:* if you have parental consent or you are conducting research for the district
    - *Non-personally identifiable data sharing agreement:* if you do not have parental consent we can only send proxy data that cannot be identified –sample size cannot be less than 10.
- Send the signed data sharing agreement to research@seattleschools.org
- We will then collect signatures from our legal, accounting and technology departments since this is treated as a contract.
- You will receive an estimated timeframe when the data can be completed for you
- Please plan accordingly: this may take 2 months

Type C: For primary data collection which includes surveys, observations, interviews, etc. please follow steps 1 and 2 and the research department will respond back to your request.

- Note: You can plan ahead and skip this step if you have already gathered parental and principal permission (both written) to conduct this type of research.

Updated 7/12/2012