



Data-Sharing Process and Policies for Student-Level Data

This document explains the process and policies for researchers to request student-level data from OSPI. It is not applicable to OSPI technical contractors such as assessment vendors.

Process

- (A) The data requestor shall submit a completed [Data Request Form for Student-Level Data](#) to OSPI Student Information via Survey Gizmo.
- (B) The Student Information office will conduct an initial review of the request for completeness and will follow-up with the requestor if necessary for additional information.
- (C) The request will be added to the queue for review by the Data Request Review Panel. The Panel is composed of five members of the Data Governance Workgroup, including OSPI's Director of Student Information and the Director of Professional Certification.
- (D) The Review Panel convenes bimonthly, in odd months (i.e., January, March, May, July, September, and November) to review submitted requests. The Panel will approve or deny the requests. It is also possible they will refer it back to the requestor with recommended changes or improvements to the application, or seek clarification if necessary. The Panel will aim for consensus, address any concerns of dissidents, and then vote again if necessary, with the majority vote prevailing.
- (E) If the request is approved, the Data-Sharing agreement will be prepared and finalized, including the necessary signatures.
- (F) Following panel approval, the data request will be placed in the Student Information work queue as well as the work queue of other departments as appropriate (e.g., teacher certification).

Approval Criteria

- (A) A well-documented research plan that demonstrates that the requestor is prepared to conduct a meaningful analysis. The request must be an endeavor meant to further the understanding of educational practices, methods, and/or theory that is expected to be analyzed through formal, adopted research practice, the results of which will be disseminated in a manner benefiting the educational community and/or general public.
- (B) Demonstration that the researcher has sufficient knowledge and experience to use the data appropriately, without drawing inaccurate conclusions (e.g., researcher should not subtract scale scores from one year to the next, shows understanding that a student may not necessarily be enrolled at just one school, etc.).
- (C) Sufficient justification for data requested. Does the research description and plan correspond to the requested data elements /detail? OSPI is verifying that the requested data aligns with the scope of the project.
- (D) Adequate explanation of data security. Will the data be received and stored in a secure manner? Will the computer be protected from access by others, etc.?

Research Data-Set Policies

- (A) Research data sets will, by default, have an aggressive de-identification technique applied. If the requestor can provide a solid research justification for less stringent de-identification methods, then additional data may be included. In de-identified datasets, students' names and dates of birth are never included.
- (B) Students will be distinguished by a Research Identifier (Research ID, or RID). This code is used only for these research data sets, and has no connection or derivation from other student-identifying information such as name, date of birth, or district student ID number.
- (C) As part of the de-identification technique to protect students' identities, teacher names and certification numbers will not be included in data files that can be connected to student-level data. Teachers will be distinguished (in Staff Schedule and Student Grade History files) via a Teacher Research ID (TRID).
- (D) OSPI will try to make data available as quickly as possible upon approval and finalization of data-sharing agreements, but is subject to prioritization within existing workload.
- (E) OSPI will, in general, pull data only at certain times of year and will not update data extracts.
- (F) Data must be destroyed within 45 days of the termination or expiration of agreement.
- (G) Data may only be used for the purposes outlined in the original approved data request.
- (H) For projects that involve sending data to OSPI to be matched (for example, to get information on an externally-identified, specific cohort of students), there are certain criteria for data formatting and quality. For information regarding matching, please review the document titled [Sending Data to OSPI](#).