**West Virginia Department of Education**

**Education Data Request Form**

WVDE makes information available to the public through a dashboard reporting site called ZoomWV. Please visit <http://zoomwv.k12.wv.us> to review publicly available information through dashboards and supplemental reports. To request education information not currently available through public reports, please complete this form, providing as much information as possible to assist WVDE staff in determining the best way to respond. Completed forms should be emailed to zoomwv@help.k12.wv.us.

|  |  |
| --- | --- |
| ***Name (First and Last):*** | ***Date:*** |
|  |  |
| ***Email:*** | ***Phone #:*** |
|  |  |
| ***Role or Affiliation:***  |
| [ ]  | Parent | [ ]  | Policymaker |
| [ ]  | Business/Community | [ ]  | Researcher |
| [ ]  | Journalist/Media | [ ]  | Other: |  |
|  |
| ***What type of data are you requesting?*** (Select all that apply.) | ***What level of data are you requesting?*** (Select all that apply.) |
| [ ]  | Student-related Data | [ ]  | State Level |
| [ ]  | Teacher/Administrator/Staff Data | [ ]  | District Level (Please specify which districts) |
| [ ]  | Financial (or Related) Data | [ ]  | School Level (Please specify which schools) |
| [ ]  | Other (please describe briefly): | [ ]  | Individual Level (Student or Staff Member) \* |
|  |  |  |  |
|  |
| ***What data are you requesting? (Please be as specific as possible, using variable or field names, if known).*** |
|  |
| ***For what school years?*** |
|  |
| ***For what purpose are you requesting the information?*** (Please describe your reasons for requesting this information and how you intend to use the information.)  |
|  |
| ***Intended Use for Reporting/Publication*** (Please select any that apply) |
| [ ]  | This is an informal information request; the information will not result in a report or be shared with the public.  |
| [ ]  | I will generate an academic or research report or presentation based on these data. |
| [ ]  | I will generate a new item or media report or presentation based on these data. |
| [ ]  | I will publish or share these data with the public. |
|  |
| ***Special Considerations or Notes Regarding this Request***This item can be used to help WVDE better understand time-sensitivity, larger contextual issues or concerns, and so on. |
|  |
| \* Student data are available only in aggregate and/or de-identified formats. Pursuant to FERPA and WVBE Policy 4350, WVDE will not release student-level data or other personally identifiable information to external parties except when subject to formal research or data access/disclosure agreements legally binding all parties to specific terms and requirements. |
| **Note: For student data, the minimum reportable group/cell size is 10 (*n* = 10). All cells with fewer than 10 students will be suppressed to protect student privacy. Complementary suppression may be applied as needed to prevent calculation of suppressed small group counts.** |
| If there are costs involved in the fulfillment of your request, WVDE will provide you with a time/cost estimate prior to moving forward with fulfillment. If you are planning to use the requested data for a research project, WVDE may ask you to complete a Research Proposal Application. WVDE staff will follow up with you as needed for additional information or clarification. |

Email this completed form to zoomwv@help.k12.wv.us. Please allow 4-6 weeks for processing your request. More time may be needed to fulfill complex and/or time-intensive requests.