

External Data Access Request

Research Process

Background

We develop and deliver quality surveys, data tools and services that catalyze community, district, school and individual growth.

Guiding Principles

The following principles guide the dissemination of data and reports:

- CEE and the profession benefit from wide dissemination of educational research, K-12 education data.
- Individual survey participant data must remain secure and not be distributed to individuals beyond the CEE Research Team or to those entrusted with the data, such as CEE-authorized contractors.
- Entities participating in CEE's surveys, are the co-owners of their own data. For CEE to release district and school identifiable information, a release from the entity must be obtained.
- To protect sensitive information, such as some demographics, data will only be reported if the aggregate data (i.e., the "n") exceeds five values. CEE reserves the right to restrict access to certain fields that have the potential to associate sensitive data with an individual or institution.

Types of Data

Unrestricted data are easily or generally available through websites, reports, publications, or other means of public access. These data are already aggregated into reports and individual responses are not identifiable. This includes synthesis of public data and aggregate summary data from district/school surveys.

Restricted data are data that are not published or generally available for general consumption but are owned by CEE and the contracted agency where the data was generated. Restricted data files can only be released by the CEE Research Team following the removal of identifiable information. Released restricted data will not include individual identification. Only variables needed for the research will be released. The CEE Research Team staff will work with the requester to provide data files that are likely to meet the research objectives while protecting the identity of individual institutions and members.

Confidential data contains identifiable individual or program information beyond directory information and cannot be released without specific permission from the CEE Research Team with approval of the original contracted agency who co-owns the data. Normally, these data will not be released without a compelling rationale for the need for confidential information and approval from the investigator's institution's Institutional Review Board (IRB). To protect the integrity and confidentiality of the data sources, requests will be examined closely by the CEE Research Team staff to determine if it is appropriate to release the data. If released, this data cannot be published, reported, or disseminated in any manner that could potentially serve to identify individuals or programs.

Policies Regarding Data Requests and Sharing

Requests for CEE research assistance may come in several forms:

- Available Data
- Modified Data
- Custom Reports
- Collaborating agencies or organization's request to partner with CEE for data collection or reporting purposes (e.g., Washington Association of School Administrators (WASA), Association of Washington School Principals (AWSP), Washington State School Directors Association (WSSDA), and the Office of the Superintendent of Public Instruction (OSPI))

Customized, research-related data file requests (e.g., requesting a subset of variables from the 2019 EES Surveys) will be reviewed. Requests for data will be considered upon the likelihood of the research question and proposed methodology to contribute to the advancement of knowledge for K-12 education and its support organizations. The researcher must agree to data use and restriction terms, in addition to receiving IRB approval for any individual-level (e.g., student) data. CEE will forward time-limited secure links to data files to assure the security of the data. The researcher must acknowledge CEE in any publication or presentation that results from the data provided by CEE. Data requests that will likely advance the research goals of CEE and/or are in line with the CEE Strategic Plan will be given higher priority.

CEE data preparation **cost is calculated at a rate of \$187.50 per hour** for staff time that exceeds one hour per calendar year.

User(s) will be required to sign an agreement specifying that information will only be used for the approved research project and that information will be destroyed upon completion of the project/publication of results. Individuals requesting data must provide assurances of appropriate security steps to limit access and protect data from unauthorized use or accidental loss. Any security breach must be reported immediately to the CEE Research Team staff.

User(s) are required to complete a brief follow-up survey so that CEE can track outcomes of the data request program. A link to the survey will be sent to user(s) six months after the request is closed.