

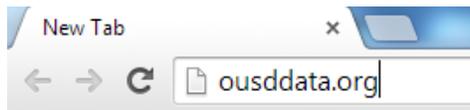
# How to Access and Request Data on ousddata.org

Starting August 2014, [ousddata.org](http://ousddata.org) is your one-stop shop to access and request student data.

The website can be accessed from the OUSD employee intranet:



Or simply by typing [ousddata.org](http://ousddata.org) into your browser:



Let's get started on a tour of the new website!

## 1. ACCESSING DATA

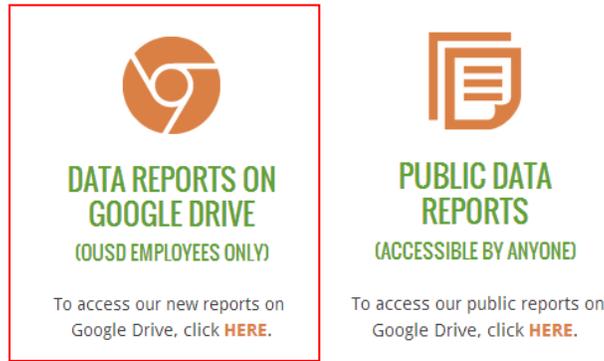
When you land on the home page, you will see a navigation bar at the top of the page. Click on **REPORTS** at the top of the page.



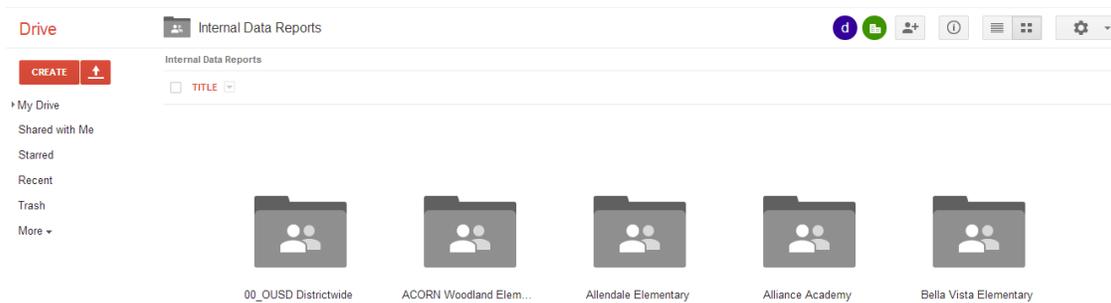
HOME **REPORTS** RESOURCES REQUESTS



You will find two main options: **Data Reports on Google Drive (OUSD Employees Only)** and **Public Data Reports**. All Public Data Reports are also in the OUSD Google Drive, so click there.

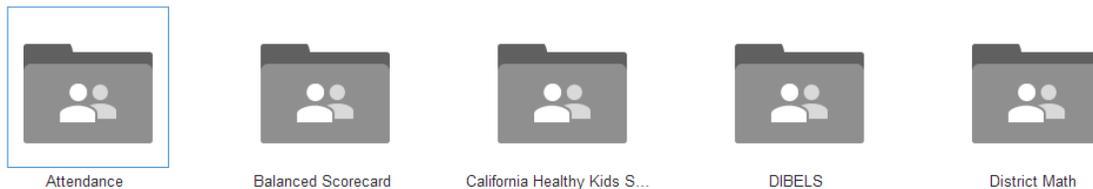


You will now be in our new Google Drive, which replaces Sharepoint.

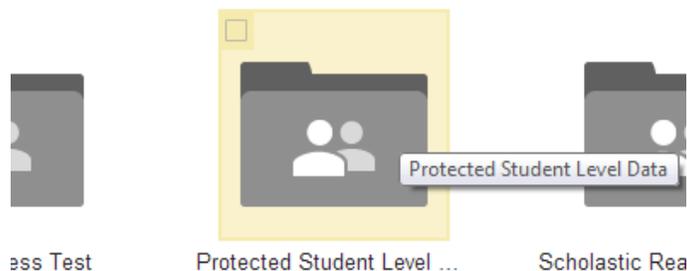


**TIP!** Make sure you're logged into your [ousd.k12.ca.us](mailto:ousd.k12.ca.us) email address.

You can click on any school's folder to view all of our aggregated data reports, which are organized by subject area (e.g. SRI, Attendance, CAHSEE, etc.).



Some users (a school's principal and APs and select central office leaders) will also find a folder called **Protected Student Level Data** within each school folder. Due to student privacy concerns, only school leaders are granted access to this folder. Additional users may request access with the school principal's approval.



**TIP!** To request access to student-level data, go to [ousddata.org/requests](https://ousddata.org/requests)

**TIP!** To make the most of our Google Drive data repository, check out our Google Drive Tip Sheet.

That's it! All district reports are now at your fingertips at [ousddata.org/reports](https://ousddata.org/reports). Of course, the reports we make are not the only sources of data. On our Reports page you will also find links to Edusoft, SAM, and Aeries as well as public data sources like the CDE's DataQuest website.

## 2. REQUESTING DATA

Sometimes you can't find what you need on our Reports page. When you need to request data, simply enter a request through [ousddata.org/requests](https://ousddata.org/requests) (or click on REQUESTS at the top of the page). Fill out the form and a member of the Data Team will contact you within two business days.

REQUEST FORM (OUSD EMPLOYEES ONLY)

\* Required

Please enter your first name: \*

Please enter your last name: \*

Please enter your OUSD email address: \*

Note: Only data requests with a valid OUSD email address will be accepted. As required under BP 4040, employees shall only use District-supplied email, communication, and data services for District business. Personal and/or non-District email addresses or services shall not be used for electronic communication as a District employee.

Please enter your phone number: \*

Format: 123-456-7890

**TIP!** To get to know our Data Team, check out our staff page at [ousddata.org/staff](https://ousddata.org/staff)

## 3. REQUESTING SUPPORT

We offer more than just data—we also provide support and consultations to help you make the most of data. If you have a question, start by browsing our FAQ page at [ousddata.org/faq](https://ousddata.org/faq). Perhaps we have already answered it!

**TIP!** Try pressing Ctrl+F on your keyboard and typing in a keyword for easy searches.

If the answer to your question isn't there, contact us through our ticketing system at [ousddata.org/requests](https://ousddata.org/requests). Let us know what you need help with and a member of our Data Team will contact you to schedule a consultation.

## 4. STAYING INFORMED

If you've ever wanted to know which reports have recently been released or when a particular report will become available, check out our Announcements and Calendar under the RESOURCES tab.

And to find this how-to guide and others, simply click on Guides under the RESOURCES tab.

### RESOURCES

ANNOUNCEMENTS

CALENDAR

FAQ

GUIDES

**TIP!** Check the RESOURCES tab often as we will be adding additional resources.

***Still not sure how to access or request data?***

Contact us through [ousddata.org/requests](https://ousddata.org/requests)