**Data and Research Application for Oakland Unified School District**

Thank you for your interest in conducting research and/or requesting data from Oakland Unified School District. The Department of Research, Assessment and Data (RAD) conducts and supports research that contributes to a greater understanding of strategies, practices and conditions that will contribute to the accomplishment of our strategic plan. All external research applications and data requests are reviewed by the Research Review Committee in RAD. The role of the Research Review Committee is to ensure that proposed work is beneficial to the school district and complies with the ethical codes of research in addition to state and federal laws.

The review process may take up to twelve weeks to complete from the date that your application is received. Applications are required for all research projects and standalone data requests, regardless of whether the data request is in service of a research project. Please make sure that you have completed all sections of the application prior to submission. Incomplete applications will not be reviewed. An approval from the Research Review Committee serves only as an authorization to contact the principal(s) of the school(s) of interest. Researchers will need to secure a separate approval from the principal(s) before any research work is permitted at school sites. Please fill out this application, rename the file as ousd\_dra\_APPLICANTNAME\_ORGANIZATION\_DATE (where items in all caps are replaced by your information), and email it with all attachments (research instruments and consent forms) to research@ousd.org.

**Section 1**

Date:

Name of researchers/applicant:

Organization:

Address:

Phone & Email:

Are you an OUSD employee? If yes, which department?

Are you applying to conduct research as part of your graduate program? If so, list your faculty advisor’s name, email and telephone number below.

Is this a research project, evaluation, or a request to *collect information directly from individuals in OUSD*?

Is this a *data-only* request? Yes/No

Is this a *renewal* of a prior study? If yes, describe how the current application differs from the initial study.

If you are not affiliated with OUSD in any way, do you have an internal staff sponsor for your project? If yes, please provide the name and email address of the sponsor.

Date that a writeup of the results will be shared with OUSD. *Applicant must provide OUSD with access to a draft prior to publishing any content that is derived from research conducted or data received from OUSD through this application process. Failure to do so will directly affect your company or university’s future access to the district.*

**Section 2**

**Title of project**

**Dates** - List the desired start and end dates for your project: the dates over which data will be collected from participants or received from OUSD.

**Purpose -** Summarize the purpose of your research project or the use to which the data you are requesting will go, if approval is granted.

**Procedures** – Describe all research procedures and protocols, including how contact will first be made with research participants, if applicable. Attach all data collection materials and consent forms to your submission email.

**Analyses** – Describe all planned analyses including how each element gathered from individual responses or administrative data will be used. Please be sure to include a description of the objective of each analysis so the significance is clear.

**Potential Benefits** – Describe any potential benefits to OUSD or the participants in your research.

**Potential Risks** – Describe any potential risks to OUSD or the participants in your research.

**Research Participants** – Describe the target group for your study or data request. Be as specific as possible, for example: Two middle schools, principals and English teachers, as well as 7th grade students taking one comparative literature course this year and their parents. Additionally, estimate the number of individuals you aim to enroll if this is a research study with human participants. If you have particular schools that you’d like to work with, please also list them here.

**Participation time** – For research studies, estimate the amount of time required for participation for each group involved (students, teachers, administrators, parents), the number of sessions, length of each session, and spacing of sessions. Additionally, please indicate when sessions would occur (school or non-school time).

**Data Requested** – If data are requested as part of this application, please describe in narrative all data elements requested, with as much detail as possible (including the year or particular date for each element).

**Data Transfer Timeline** - If data are being requested, use the space below to tell us the timeline of your data request. Specifically, the dates/month for each data transfer. If more than one data transfer is needed, please also indicate the data elements that would be associated with each transfer date.

**Data Elements** – Please fill out Exhibit B on the following pages to indicate the specific data elements you are requesting.

**EXHIBIT B**

Please indicate each data element requested below with an X in the *Check if Requested* column. Include any additional information regarding each data point as needed in that same column.

Top of Form

|  |  |  |
| --- | --- | --- |
| **Category** | **Elements** | **Check if Requested** |
| Application Technology Metadata | IP Addresses of users, use of cookies, etc. |  |
| Other application technology metadata - please specify |  |
| Application Use Statistics | Metadata on user interaction with application |  |
| Assessment | SBAC results |  |
| ELPAC results |  |
| IAB Results |  |
| Local benchmark assessment results |  |
| Attendance | Attendance rate |  |
| Number of absences |  |
| Communications | Online communications that are captured (emails, blog entries) |  |
| Conduct | Number of Suspensions |  |
| Days suspended |  |
| Demographics | Gender |  |
| Race/Ethnicity |  |
| Special ed. flag |  |
| Home language |  |
| Language proficiency |  |
| Birth country |  |
| Enrollment | School |  |
| Grade level |  |
| Other - please specify |  |
| Bottom of FormParent/Guardian Contact Information | Name |  |
| Address |  |
| Email |  |
| Phone |  |
| Schedule | Student scheduled courses |  |
| Teacher names |  |
| Special Indicator | English language learner |  |
| Student low-income status (only available if data requested is de-identified) |  |
| Title 1 flag (schoolwide) |  |
| Other - please specify |  |
| Student Contact Information | Name |  |
| Address |  |
| Email |  |
| Phone |  |
| Local Identifiers | Local student ID number |  |
| Teacher ID number |  |
| State student ID number |  |
| Provider/App assigned student ID number |  |
| Student app username |  |
| Student app password(s) |  |
| Dummy identifiers (please check here if data requested are de-identified) |  |
| Student In App Performance | Program/application performance (typing program - student types 60wpm, reading program - student reads below grade level) - Please specify |  |
| Student Work | Student generated content; writing, pictures etc. |  |
| Other - please specify |  |
| Transcript | Student course grades |  |
| Current year GPA |  |
| Cumulative GPA |  |
| Transportation | Student bus assignment |  |
| Student pick up and/or drop off location |  |
| Student bus card ID number |  |
| Other - Please specify |  |
| Other | Please list each additional data element used, stored, or collected  |  |

**Section 3 - Required Statements of Agreement**

All applicants must complete section 3a. Those applicants who are requesting administrative data must also complete section 3b or 3c, depending on whether requested data include personally identifiable information.

**Section 3a – General Agreement**

The proposed research activities to be conducted with the use of Oakland Unified School District resources are in compliance with existing legal and ethical codes. The research will not differ significantly from the activities described within the proposal. All participation will be voluntary, and it is understood that approval of the proposal, if granted, will not obligate any person, school, or office in OUSD to participate. Any amendments to the original proposal must be submitted to and approved by the Research Review Committee. All researchers agree to provide the Department of Research, Assessment and Data with a written update on progress of the study no later than a year following the date of approval. All researchers agree to provide the Department of Research, Assessment and Data and each participating school with a draft of the research report on or before the date specified in the Application to Conduct Research in OUSD such that they may provide input on the final version before it is published.

I agree to the following:

1. All data provided by the district continue to be the property of and under the control of OUSD.
2. Data may be used only for the purpose set forth in this application.
3. All individuals using district-provided data or conducting research in OUSD will follow all district protocols for acquiring and using district data, including maintaining the security and confidentiality of all OUSD data.
4. Solicitation of data from other departments or school sites within OUSD is not permitted.
5. Data may not be used for advertising of any type. The recipient is prohibited from directly contacting parents, legal guardians or eligible pupils unless expressly requested by OUSD.
6. Data will be responsibly disposed of at the completion of the approval period, or during the approval period upon request by OUSD. Records shall not be retained or available to researchers beyond the approval period. Disposition shall include the shredding of any hard copies of OUSD data and erasing or otherwise modifying the personal information in those records to make them unreadable or indecipherable by human or digital means.
7. OUSD has the right to withdraw permission for the use of data or continuation of research at any time, at our discretion, with 30 days notice. Due to COVID-19, the termination of services may occur with a shorter 7 day notice period. A termination notice shall be provided in writing by either party in the event of intention to terminate the agreement. The notice must specify the reason for termination.
8. No attempts to reidentify deidentified data will be made.
9. No data provided by the district will be shared with other researchers or third party organizations. Data will be used solely for the purposes stated in this initial request for data. I acknowledge that I fully understand that the intentional release by me of this information to any unauthorized person would subject me to penalties imposed by law.
10. All researchers working on this study will indemnify, defend and hold harmless OUSD, its governing board, agents, representatives, officers, consultants, employees, trustees, and volunteers.
11. The researcher(s) have a written incident response plan that reflects best practices and is consistent with industry standards, state and federal law for responding to a data breach, privacy incident or unauthorized acquisition or use of OUSD data. In the event of a data breach, OUSD’s research coordinator must be notified within a reasonable amount of time after the incident, and not exceeding 48 hours of its discovery.
12. Researchers will not be deemed agents or employees of OUSD as part of this agreement.
13. Parent/guardians may request corrections to student records at any time by contacting the research coordinator.
14. If any researcher working on this study receives a request for OUSD data from a Third Party, including law enforcement, they will redirect the third party to request the data directly from OUSD. The researcher(s) shall notify OUSD in advance of a compelled disclosure to a Third Party.

I, (enter your name) , as the signatory/principal investigator of the above named study understand and agree with the above statements, will follow the guidelines set forth and will require and guarantee that all researchers working on this study will follow these guidelines.I have read and accept the provisions of OUSD Board Policy BP 6162.9 and Administrative Regulation AR 6162.8, available at <https://boepublic.ousd.org/Policies.aspx>.

Signature of signatory/principal investigator Date

**Section 3b – Identified Data Request Agreement**

***Please complete this section if personally identifiable data are being requested. A separate data sharing agreement will be required.***

I, , the signatory/principal investigator, agree to the following on behalf of myself and any researchers in my organization who will be working with Oakland Unified School District (OUSD) data or conducting research in OUSD:

I am requesting data under the following exception to the Family Educational Rights and Privacy Act (“FERPA”). I understand that I must complete a separate Data Sharing Agreement before data can be shared.

\_\_\_\_\_\_ I am requesting identified student data as a party to whom OUSD has outsourced institutional services pursuant to 34 C.F.R. § 99.31(a)(1)(i)(B).

\_\_\_\_\_\_ I am requesting identified student data as an organization conducting studies to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction pursuant to 34 C.F.R. § 99.31(a)(6).

Signature of signatory/principal investigator Date

**Section 3c – Deidentified Data Request Agreement**

***Please complete this section if deidentified data are being requested. No separate data sharing agreement will be required.***

I, , the signatory/principal investigator, agree to the following on behalf of myself and any researchers in my organization who will be working with Oakland Unified School District (OUSD) data or conducting research in OUSD:

I am requesting data under the following exception to FERPA.

\_\_\_\_\_ I am requesting deidentified data only, as defined in 34 C.F.R. § 99.31(b).

\_\_\_\_\_ I am requesting directory information data only, as defined in 34 C.F.R. § 99.31(a)(11), for those students who have not opted out of disclosure of directory information.

\_\_\_\_\_ I am requesting identified data but will obtain parental consent consistent with 34 C.F.R. § 99.30 specifically for data release, and will present evidence of this consent to OUSD prior to data sharing.

Signature of signatory/principal investigator Date