# CDE Aggregate Data Request Form

## Requestor Information

**Name:**

**Affiliation:**

**Phone Number:**

**Email Address:**

## Requested Data

If the data you are requesting is available on the CDE website the department will ask you to use the data located there. Before submitting this form, please review the Publicly Available Reports linked on the [CDE Data Request page](https://www.cde.state.co.us/cdereval/datarequest) as they may contain the data you are requesting. Also, see the bottom of this form regarding requests which involve the disclosure of individual-level or unsuppressed, aggregate data. It is recommended that you use suppressed, aggregate data whenever possible.

**Suppression: CDE will blank out data with small student or educator counts on aggregate data requests.  This is to ensure that student and employee confidentiality is maintained.  When making your request please keep this in mind.**

**Grade** **level(s) to be included in data request:**

**Content area(s) to be included in data request:**

**School year(s) to be included in data request:**

**Other information:**

**Purpose:** (This information will assist us in meeting your request.)

**Level of detail:** (Do you want your analysis in percentages or numbers, scale scores or performance levels? Which demographic variables would you like?)

**Date information is needed. The standard processing time is 10 days to 2 weeks after receipt of request. Please list a specific date and not ASAP:**

**Have you checked the CDE website for this information?** [ ] **Yes** [ ] **No**

If not, please review the Publicly Available Reports linked on the [CDE Data Request page](https://www.cde.state.co.us/cdereval/datarequest) before submitting this form. The information you are requesting may be found on the website.

**Note:** If your request involves disclosure of individual-level or unsuppressed, aggregate data that isPersonally Identifiable Information (PII), **additional information is required**. Personally Identifiable Information is a dataset that is linked to a specific individual and that would allow a reasonable person in a school community, who does not have knowledge of the relevant circumstances, to identify the individual with reasonable certainty.

* If you are an **outside entity**you must follow the individual-level and unsuppressed, aggregate data request process outlined on the [Data Request Page](https://www.cde.state.co.us/cdereval/datarequest#externalpiidatarequest).
* If you have a question as to whether you are requesting PII, contact the Data Sharing and Research Manager at DataRequests@cde.state.co.us.