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**Person Requesting Information:**

**Affiliation and Address:**

**Phone Number:**

**Email Address:**

**Requested information:** If the information 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 PII. It is recommended that you use aggregate data whenever possible.

**Note: CDE will blank out data with student counts of less than 16 students or employee counts of less than 5 employees on all 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:**

CDE Non-PII Data Request Form

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

**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?)

**In what format would you like your analysis?** (ie. Excel spreadsheets)

**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 ofPersonally Identifiable Information (PII) to another CDE Office or an outside

entity, **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 a **CDE Office** please contact the Data Sharing and Research Manager at [DataRequests@cde.state.co.us](mailto:DataRequests@cde.state.co.us) for instructions about internal PII requests.
* If you are an **outside entity**you must follow the PII request process outlined on the [Data Request Page](https://www.cde.state.co.us/cdereval/datarequest).
* If you have a question as to whether you are requesting PII, contact the Data Sharing and Research Managers at [DataRequests@cde.state.co.us](mailto:DataRequests@cde.state.co.us)