

Educational Data Advisory Committee (EDAC) Review of Proposed Data Collections

Form Number:		Collection Start/Close Date:	
Form or Document Title:			
Project Director:		Unit and Office:	
Project Contact(s):			

Collection Format: (Check One)	<input type="checkbox"/> Paper		<input type="checkbox"/> CDE Network Drive (Excel, Word, Access, etc.)		<input type="checkbox"/> Web Based (Describe)				
Form Status: (Check all that apply)	New Form <input type="checkbox"/>	Annual Form No Change(s) <input type="checkbox"/>	Annual Form Change(s) Made <input type="checkbox"/>	One-Time Only Form <input type="checkbox"/>	Multi-year or Biennial Form No Changes <input type="checkbox"/>	Multi-year or Biennial Form Change(s) Made* <input type="checkbox"/>			
Collection Type: (Check One)	Staff Information <input type="checkbox"/>	Financial <input type="checkbox"/>	State or Federal Grant Application <input type="checkbox"/>	State or Federal Performance Report <input type="checkbox"/>	Student Information <input type="checkbox"/>				
Other (specify) – For example: General Information, Directory, Survey									
Where is this data collection maintained?			In-house CDE Systems <input type="checkbox"/>	Personal Computer <input type="checkbox"/>	Other (Please Specify)	If not maintained in-house CDE System, what software is used?			
Manner in which information will be used: (Check all that apply)			Required Report <input type="checkbox"/>	Major Publication <input type="checkbox"/>	Funding <input type="checkbox"/>	Public Information <input type="checkbox"/>	Other (Please Specify)		
Completion of Form is: (Check One)		<input type="checkbox"/> Voluntary The collection is not a direct requirement of state or federal legislation but may yield useful data with sufficient and representative sample size.		<input type="checkbox"/> Required to Obtain Benefit Funding or service is attached to the completion of this form. An agency may choose not to complete the form but the related funding will not be available.		<input type="checkbox"/> Mandatory This form must be completed by all appropriate agencies. Funding may not be attached to this collection but it is statutorily required. However, funding that an agency would otherwise receive may be withheld if this form is not completed.		<input type="checkbox"/> Pilot The collection is being piloted and may have additional changes from what was originally presented.	
Please specify number of respondents for each category:			Districts	Schools	BOCS/BOCES	Teachers	Principals	Other (Please Specify)	

Signature of Supervisor/Director:		Date:	
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Please answer the following questions:

In plain language give a brief reason for the collection and why districts/BOCES should complete the collection.

Justification: (Please specify law, rules and regulations, guidelines, legislative requests, State Board requirements, management information, other.)

Law:
State Board Rule:
Other:

If you work with an outside vendor, how do you ensure that data, especially personally identifiable information (PII), is protected?

*If in the Form Status Boxes above you checked there were changes from the last EDAC review, please specifically indicate what those changes are.

Is the information collected of value to local school districts and related agencies, as well as to the Colorado Department of Education?

Describe how:

Are the costs of collecting, analyzing, and reporting information minimal in relation to the benefits to be derived?

Describe how:

What is the anticipated fiscal impact on school districts statewide of this collection and how did you derive this cost? *For example staff hours, supplies, postage, etc.*

Can the requestor attach a high level of accuracy and confidence to the information to be obtained through the request?

Describe how:

If there is funding attached when did you know about the available funds?

What have you done to ensure these data are not already being collected?

If this is a research project, then please include organization of the project and description of the subject population. Attach any surveys, questionnaires or interview schedules. Please also describe how the privacy of subjects will be protected.

How is EDAC, helpful or a hurdle? Please describe how EDAC can improve service.

EDAC Recommendations:

Approved with
changes noted above

Approved as
Submitted

Hold for information
noted above

Not approved for
reasons noted above

If Web Based, service provider:

PLEASE NOTE:

***Items for the EDAC should be submitted to the Data Services Unit at least one week before the meeting. (Due the Thursday prior to the meeting) This will allow time for reviewing the submission, setting the agenda, and mailing materials to the committee. Once committee members receive the materials, responses are sought from responsible colleagues to obtain pertinent feedback. EDAC bylaws state that for any EDAC materials not received at least seven (7) days prior to the meeting, EDAC has the discretion not to review them.*