

St. Cloud Area School District 742

Data Request Form

Please complete this form when you have a data request. Forms should be forwarded to the Grant Writer/ Research Manager at the DAO.

The Minnesota Department of Education is a great source for data on schools and districts: <http://cfl.state.mn.us/datactr/> or <http://education.state.mn.us/ReportCard2005/>

Requested By: _____

Building/Ext.: _____

Request Date: _____

Date Needed: _____

Please describe as precisely as possible, the data that are needed: *Example: Number of 7th grade males who were proficient on the 2005 Math MCA.*

Please explain why these data are needed:

**Note: Data will almost always be reported in aggregate (group) form. All requests for individual level data MUST have Administrator approval. Due to data privacy laws, some data such as a student's Free/Reduced Lunch status may NEVER be reported.*

Building/Program level data requires permission from the Building Administrator:

Building/Program Administrator: _____

(Signature)

District level data requires permission from a District Level Administrator:

District Level Administrator: _____

(Signature)