

SLEDS Data Access Request Process and Timeline

Updated June 2017

Please anticipate 4-6 months for approval of SLEDS Data Requests. The State Agencies and Partner Data Providers of SLEDS are committed to transparency regarding all requests for SLEDS data and therefore have established a process allowing for stakeholder review of all requests.

Deadline: SLEDS Data requests are reviewed three times per year (Fall / Winter / Spring) and must be received by a SLEDS Coordinator by the following dates:

Fall 2017: September 7, 2017

Winter 2018: January 4, 2018

Spring 2018: May 10, 2018

Application Submission

1. Submit Data Access Request using the Template to a SLEDS Coordinator
 - a. Request must be submitted by the deadline above. It is encouraged that requests be submitted at least 4 weeks prior to the deadline to allow time for primary review by the SLEDS Coordinators to ensure completeness.
 - b. Request must be complete and include the table of requested data elements.

Initial Review by SLEDS Research and Data Advisory Committee (approximately 3 weeks)

2. Data Requests are sent via email to the SLEDS Research and Data Advisory Committee one week after review by a SLEDS Coordinator.
3. Data Requests are also submitted to IT in order to develop an initial time and cost estimate
4. Data Requests are reviewed and scored based on the following guidelines:
 - The study must involve analysis of transitions between systems or between providers within a system.
 - The study must be in alignment with state priorities.
 - The study must have the potential to make a definite contribution to contributing state agencies and partner data providers (e.g. study on impact of advising and college prep services to students at low-income public schools on high school graduation and college participation).
 - The researchers must use sound research design and have the potential for successful completion.
 - The project must comply with ethical standards for research in education and with all regulations set forth in federal and state law, particularly as they pertain to privacy of data on individuals.

The SLEDS Research and Data Committee may take the following action:

- a. Hold the request for further discussion

- b. Score the request
 - i. Recommend for approval
 - ii. Ask for revisions
 - iii. Recommend for denial
5. After the Initial Review is complete:
 - a. The SLEDS Coordinators will notify you of the Committee's decisions
 - b. Notify you of request costs

Final Review (approximately 6 weeks)

6. The final review process starts by the request undergoing a technical and legal review by the State agencies and IT.
7. The SLEDS Coordinators also notify the SLEDS Governance Committee of the request and elicit feedback or discussion.
8. The SLEDS Executive Committee will review the request and may take the following actions:
 - a. Approve
 - b. Request revision
 - c. Deny

Administrative Steps (approximately 4 weeks)

9. If approved by the SLEDS Executive Committee, the SLEDS Coordinators will
 - a. Send you an approval letter and notice of estimated costs
 - b. Provide a data sharing agreement for your signature
 - c. Upon receipt of the signed data sharing agreement, request IT create the data files specified

Data Transferred to Requestor (approximately 4-6 weeks): IT work may take 4-6 weeks depending on availability. No data requests will be completed during the 2-4 weeks prior to the SLEDS data load.

10. Requestor notified of final costs
11. Payment received
12. Transfer the data file to you using secure means

Project Completion Steps (30 days prior to publication of findings)

13. Submit any reports, findings, research products to the SLEDS Coordinators 30 days prior to publication; SLEDS undertakes no review of research findings, publications or products
14. You must abide by the data sharing agreement, please contact a SLEDS Coordinators should you need additional time for research and data analysis, desires to request additional data, or have questions about the data files.
15. Should you wish to have a SLEDS stakeholder review of research findings, publications or products prior to publication, a SLEDS Coordinator can assist you.

Data Destruction (Date specified in the Data Sharing Agreement)

16. Destroy the data files by the date specified in the data sharing agreement and submit to the SLEDS Coordinators a letter confirming data destruction.