

## Request for Berkeley Unified School District Data

Depending on the research design, substantial time and effort may be required for staff to provide requested data with the appropriate selection and matching of records and concealment of personal identities. Cost of data extracts are typically \$100.00 per hour. For grants, customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including BUSD's indirect rate of 6.49% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation. Approval of proposal will include a time estimate and dollar amount.

This form must be completed for internal and external data requests.

### **Please follow these steps:**

- Step 1.** Complete this application and submit to the Director. The application must be signed and can be submitted electronically or in hard copy.
  - If this application is being submitted with an Application to Conduct Research, submit them at the same time.
- Step 2.** If this data request is a part of a grant, submit supporting documents.
- Step 3.** When data requests are approved and cost estimates are agreed upon, you will be required to sign and submit Part III ("Agreement with the Berkeley Unified School District for Grant Administration Related Services").
- Step 4.** After the data agreement has been approved and signed by BUSD Deputy Superintendent, the requested data will be transferred to you. After this data transfer is completed, payment will be due within 14 days.

***Please mail or fax the signed documents to:*** Rebecca Cheung, Ed.D., Director  
Berkeley Evaluation & Assessment, 2134 Martin Luther King Jr. Way, Berkeley, CA 94704  
Phone: 510-644-6959 Fax: 510-644-7786



# BERKELEY UNIFIED SCHOOL DISTRICT

Berkeley Evaluation & Assessment  
2020 Bonar Street, Suite 331 | Berkeley, CA 94702

## Request for Berkeley Unified School District Data

Requestor Name \_\_\_\_\_

Requestor Address \_\_\_\_\_

Requestor Phone \_\_\_\_\_ Requestor Email \_\_\_\_\_

Is this data request related to a grant?  Yes  No

Funding Cycle Dates: \_\_\_\_\_ Grant Amount for Full Funding Cycle: \_\_\_\_\_

Funding Agency: \_\_\_\_\_ Grant Focus: \_\_\_\_\_

Are you an evaluator contracted by BUSD?  Yes  No

Are services being supported by an BUSD funded grant or by a contractor paid through an BUSD contract or MOU?  Yes  No

(If yes, include the district's indirect rate of 6.49% for all BUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)

### 1. Include a brief timeline for your data request.

### 2. Potential List of Data Elements Requested (Please select all of the data elements needed.)

#### Demographics

- Gender
- Ethnicity
- School
- Grade Level
- Days Suspended
- Number of Times Suspended
- Attendance (Days Absent/Enrolled)
- Periods Absent/Enrolled
- Primary Language Spoken
- Language Proficiency
- OTHER:**  
(Describe in Section 5 below.)

#### Special Programs

- Gifted and Talented (GATE)
- Special Education

#### Academics

- Courses Taken
- Course grades
- Current year GPA
- Cumulative GPA
- California Standards Test Results (CST)
- High School Exit Exam (CAHSEE)
- Local Benchmark Assessment Results
- CELDT Test Results
- Retention

### 3. Describe additional data elements that are not listed above.

**4. Select the desired file format of the data you have requested above:**

Excel  Access  Comma delimited  Tab delimited  Text files  Other:

**For questions with data requests, contact:** Debbi D'Angelo, Director  
debbidangelo@berkeley.net Phone: 510-644-6959 Fax: 510-644-7786

**Please read and sign below.**

I, \_\_\_\_\_, the principal investigator, agree to the following:

- All student data provided by the district will not be shared with other researchers, third party organizations and will be used solely for the purposes stated in this initial request for data.
- I will follow all District protocols for acquiring and using district data.
- I will not solicit data from other departments or school sites within BUSD.
- I understand that I may have to pay a fee for the collection, organization, visualization, and dissemination of student data based on budget rules established by BUSD.
- I understand that BUSD reserves the right to review a draft report before finalizing the report and releasing it publicly.
- Pending approval of my data request, I will be required to sign a contract that will formally describe each of the key BUSD requirements for access and use of District data.
- I have read and agree with the state and federal law regarding pupils and research attached to this application.

\_\_\_\_\_  
Signature of principal investigator

\_\_\_\_\_  
Date

**Office Use Only**

This request has been reviewed and approved by \_\_\_\_\_, the Coordinator of Data Support.

Date of consultation: \_\_\_\_\_

Cost estimate: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EDUCATION CODE, Section 60650:**

No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality and religion, or any questions about his parents' or guardians' beliefs and practices in sex, family life, morality and religion, shall be administered to any pupil in kindergarten or grade 1 through grade 12, inclusive, unless the parent or guardian of the pupil is notified in writing that such test, questionnaire, survey, or examination is to be administered and the parent and guardian of the pupil gives written permission for the pupil to take such test, questionnaire, survey, or examination.

**PUBLIC LAW 103-227 – MARCH 31, 1994**

108 STAT.268

**SEC. 1017. PROTECTION OF PUPILS.**

Section 439 of the General Education Provisions Act (20 U.S.C. 1232g) is amended to read as follows:

**“PROTECTION OF PUPIL RIGHTS”**

“SEC 439. (a) All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

“(b) No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning—

“(1) political affiliations;

“(2) mental and psychological problems potentially embarrassing to the students or his family;

“(3) sex behavior and attitudes;

“(4) illegal, anti-social, self-incriminating and demanding behavior;

“(5) critical appraisals of other individuals with whom respondents have close family relationships;

“(6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or

“(7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without prior written consent of the parent.

“(c) Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

“(d) ENFORCEMENT—The Secretary shall take such action as the Secretary determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the Secretary determines that—

“(1) there has been a failure to comply with such section; and

“(2) compliance with such section cannot be secured by voluntary means.

“(e) OFFICE AND REVIEW BOARD—The secretary shall establish or designate an office and review board within the Department of Educational Services to investigate, process, review, and adjudicate violations of the rights established under this section.”