

Technology Services  
Helpdesk  
(510) 879-8178 Office

## Data Request

### Information Technology Services

All data requests will be reviewed by the Information Technology Officer. All data requests must comply with state and federal laws. **The review process may take up to 14 days to complete from the date that your application is received.**

**NOTE: Data requestor** will need to secure an approval from the principal(s)/site administrator **AND** the Information Technology Officer, before release of any data.

Please follow these steps:

**Step 1.** Send electronic copies of [data request form](#) to the Information Technology Officer, see information below.

**Step 2.** After the data agreement has been approved and signed by the principal(s)/site administrator **AND** the Information Technology Officer, the requested data will be transferred to you.

***Please e-mail the signed documents to:***  
***Information Technology Services***  
1000 Broadway, Suite 300, Oakland, CA 94607  
Email: [John.Krull@ousd.k12.ca.us](mailto:John.Krull@ousd.k12.ca.us)  
Phone: 510-879-8288

## **Data Request Form**

### **Contract Information**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Site/Department Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Technical Contact: \_\_\_\_\_

### **2. Include a brief timeline for your data request.**

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### **3. What type of Data are you requesting?**

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### **4. Data Categories Requested**

#### **Student Record:**

- Attendance (e.g., Days Present, Absent, Days Enrolled)
- Benchmark/Other Assessments (e.g., District Benchmarks, CST, CELDT, CAHSEE)
- Enrollment History (e.g., School Name, Enter and Leave Date)
- Grades (e.g., Course Grades, GPA, Credit Attempted, Credit Completed)
- Programs (e.g., Special Ed, Gate, Language Fluency)
- Student Demographics (e.g., Student Name, Gender, Grade Birth Date)
- Student Schedules (e.g. Course Name, Teacher, Sections, Term, Period)
- Other

#### **Staff Record:**

- Staff Directory (e.g., Teacher Name, Department, Teacher Email, Telephone Number)
- Other

**Note:** We do not release National School Lunch Program, Medical Records and Social Security Numbers and other sensitive data.

# Terms of Service

## THIRD PARTY ACCESS

You are not to share student data with third parties unless explicitly authorized by School. School may, at any time, revoke third party access to data by providing verbal/written notice, including electronic email notice.

## CONFIDENTIALITY

You agree to treat all information provided by School, including student data, as Confidential and not to be shared with third parties without explicit authorization by School. Further, you agree to safeguard student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

## TERMINATION

School may, at any time, terminate relationship with you by providing verbal/written notice.

## MODIFICATIONS

OUSD reserves the right to modify these Terms of Use at any time without notice, but the most current version of the Terms of Use will always be available on its website, provided however, as to School, no modifications shall result in a violation of FERPA. If you find the Terms of Use unacceptable at any time, you may discontinue the Services. You agree to be bound by the rules contained in the most recent version of this Agreement.

## Please read and sign below.

I, agree to the following:

- I understand that the release of the confidential student data provided by Oakland Unified School District is prohibited under the EDUCATION CODE.
- 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 OUSD.
- I acknowledge that I fully understand that the intentional release by me of this information to any unauthorized person could subject me to penalties imposed by law.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Office Use Only

This request has been reviewed and approved by \_\_\_\_\_, **Site Administrator**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
This request has been reviewed and approved by \_\_\_\_\_, **Information Technology  
Officer, Technology Services**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date