



### Appendix C Supplemental Data Request Forms

The forms below are those used by the Texas Education Agency (TEA) and other cooperating agencies. As a reminder, these forms should accompany your proposal to the ERC Advisory Board. Requests for supplemental data will not be accepted by the respective agency without the project approval of the ERC Advisory Board. All requests will be processed through the Director. Please also copy the Database Administrator on your request. **Electronic versions of these forms are available on the UH ERC website.**



**Texas Education Agency (TEA) Procedures for Processing Supplemental Data  
for Use by Education Research Center (ERC) Researchers with Advisory  
Board-Approved Projects**  
Updated: 04/12/19

**Supplemental data requiring processing.** TEA must process any supplemental student or staff data that are to be matched to individual K-12 student or staff records in the ERC database. This supplemental data processing request applies only to individual-level data. Data not at the individual level (e.g., school level, district level) do not need TEA processing.

**Supplemental data acquired by a researcher.** Supplemental data that are owned by a researcher must be destroyed by the researcher prior to its placement in an ERC by THECB. TEA will process the supplemental data and provide the de-identified dataset along with the original dataset to THECB; THECB will provide the supplemental dataset to the ERC once the researcher has certified the original dataset has been destroyed; and, at the conclusion of the research project, THECB will return the original dataset to the researcher. Supplemental data owned by a researcher must be sent directly to TEA via the secure file sharing program, Accellion. Prior to transmitting data to TEA, the researcher must contact Nina Taylor for permission to submit data. TEA will not accept data unless prior permission has been obtained from the agency. Contact Nina Taylor at [Nina.Taylor@tea.texas.gov](mailto:Nina.Taylor@tea.texas.gov) or by calling (512) 475-2085.

**Supplemental data maintained by an entity other than the researcher.** Supplemental data owned by an external source such as a school district must be sent directly to TEA by the external owner, not the researcher, via the secure file sharing program, Accellion. Prior to transmitting data to TEA, the researcher must have obtained permission for the external owner to submit data. TEA will not accept data unless prior permission has been obtained from the agency. Contact Nina Taylor for this permission.

**Quality of matches between supplemental data and TEA data.** Note that successful matching of supplemental data to TEA data is dependent on the quality of identification fields (e.g., first name, last name) in the supplemental dataset. TEA will not clean or modify supplemental data to increase successful matches.

**Timeline for processing supplemental data.** Requests are processed in the order received. THECB will notify the researcher when the supplemental data are available.

**How to begin the supplemental data request process.** Send an email to Nina Taylor that provides the research project number and name, the Advisory Board approval date, and data element documentation or a copy of the data dictionary for all files to be submitted.



## Texas Education Agency Supplemental Data Processing Request Form

### 1. Instructions

- a. Complete this form and send it to: [Nina.Taylor@tea.state.tx.us](mailto:Nina.Taylor@tea.state.tx.us)
- b. Attach the data element documentation or data dictionary.

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### 2. To be completed by Requestor

- a. Research Project Number:
- b. Research Project Name:
- c. Advisory Board Approval Date:
- d. Date Request was Submitted:
- e. Education Research Center:
- f. Contact for this Request:
- g. Contact Phone Number:

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### 3. To be completed by TEA Staff

- a. Date Data Received by TEA:
- b. Date Supplemental Data Sent to THECB:



**ERC Request for Supplemental External Data – To the THECB**

(Use this document for all requests that are not sent to the Texas Education Agency)

**Note:** *This document must be **approved and submitted by the ERC Primary Contact**. Requests for external data will only be accepted if an applicable Research Project has already been submitted to the THECB, or is accompanying this document. Please avoid using abbreviations and acronyms in your request.*

**I. Project / Requestor Information**

- 1) ERC Requesting the data:
- 2) Date of Request:
- 3) ERC Primary Contact Name:
- 4) Institution or organization conducting the research:
- 5) Project contact for this data request
  - a. Name:
  - b. Telephone Number:
  - c. Email Address:
- 6) What is the name of the project that this data request is to be associated with?

**II. Data**

- 1) Agency or Organization that owns the data:
- 2) Agency or Organization contact information:
  - a. Name:
  - b. Telephone Number:
  - c. Email Address:
- 3) Please provide information about the data requested.
  - a. Period of time the data should cover (mm/dd/yy through mm/dd/yy):
  - b. Description of the requested data:
  - c. Specific data items that need to be included as part of the request (e.g. SSN, Race, Age etc.):
  - d. Data destruction date:
- 4) Please provide any other information that will help assure timely and accurate handling of this request: