

Aggregate Data Request Form

**Instructions: Use this form to request cross-sector aggregate data with no direct identifiers.
Still have questions? [Email the ERDC](#) before you submit the form.**

Requester Contact Information

Date Submitted:

Requester's Name:

Requester's Title:

Requester's Organization:

Department:

Email address:

Phone:

Principal Investigator's (PI) Name:

PI Title:

PI's Organization:

Department:

Email address:

Phone:

Project Information

1. Project Title:

2. What type of request are you submitting?

 New data request Request for additional data or a "refresh" of data under prior request with ERDC*Prior request number (R#):*

3. What type of project will this data request support? Check the box below.

 Mandated government or legislative report Grant-funded research Thesis or Dissertation project Report by a state or local government agency Other project type (*Explain below.*)

4. Briefly describe the purpose, scope, and objectives of your project. If this is a follow-up or update of a previous study, please include a link to or copy of the original work. (1,500 characters max)

5. List the question(s) that you hope to answer. *Examples: 1) What is the direct postsecondary enrollment rate for students who participated in Running Start [RS] and College in the High School [CIHS], compared to students who did not participate, disaggregated by race/ethnicity? 2) How many WA high school graduates from the 2015 school year enrolled in WA two-year public institutions on a full-time basis?*

Requested Data

- *Please only ask for the minimum data that you need to answer your question(s).*
- *If you know what your data should look like, send an example table with your form.*

6. For whom / what population are you seeking aggregate data? For what time period(s)?
Examples: 1) All WA students with required graduation year of 2017 who graduated from high school. 2) All WA high school graduates enrolled in WA two-year public institutions between 2016-17 and 2018-19 school years.

7. What information about this population are you seeking? For what time period(s) and comparison groups? What calculations do you want reflected in the final data? *Examples: 1) Postsecondary enrollment rate in fall after high school graduation, for all years of postsecondary enrollment that data is available. 2) Count by year of 2015 WA high school graduates who were enrolled full-time in a WA two-year public institution between 2016 and 2019.*

8. What subgroups (if any) do you need the aggregate data divided into? *Examples: Race/ethnicity, RS participants vs. non-participants, CiHS participants vs. non-participants.*

Note: Aggregate data must meet the [Federal Educational Rights and Privacy Act's \(FERPA\)](#) cell size and use restrictions, which affect if/how the ERDC fulfills data requests.

Timeline

9. What's your ideal date to receive the requested data?

Note: ERDC follows a rigorous process for reviewing data requests, as outlined on our [Data Approval Process webpage](#). The time it takes to review and fulfill a request depends on the complexity of the data.

Requester's Signature

Requester #1's Signature

Title

Date

Requester #2's Signature

Title

Date

E-mail your Aggregate Data Request Form (and example table, if you have one) to the [ERDC Inbox](#).

Thank you for your submission! ERDC will connect with you after reviewing your request.