



**Request for State Board of Education Approval for Access to Individual Student-Level Data**

Oklahoma law, at 70 O.S. § 3-168, defines individual student level-data as confidential and not subject to Open Records Act requests. In addition, disclosures of student data must comply with provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) at 20 U.S.C. § 1232g et seq and accompanying regulations at 34 C.F.R. Part 99.

**I. CONTACT INFORMATION:**

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_

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

Name of Agency/ Organization/ Entity: \_\_\_\_\_

Physical Address (No P.O. Boxes): \_\_\_\_\_

Room/Office/Suite No.: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Agency/Organization/Entity (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Higher education institution                       | <input type="checkbox"/> For profit organization     |
| <input type="checkbox"/> Media  | <input type="checkbox"/> Not for profit organization |
| <input type="checkbox"/> Local, state, federal, or tribal government agency |  |
| <input type="checkbox"/> Other (please describe): _____                     |  |

**II. INFORMATION ABOUT YOUR DATA REQUEST**

Please attach a written description of your request which includes an explanation of each one of the following items:

- A detailed description of the data you request.
- A statement of the purpose of the data request that includes a detailed explanation of how you propose to use the data requested, including, but not limited to, a description of any project or report for which you intend to use the data and whether the data or any product derived from the data will be used for commercial purposes.
- A detailed explanation of how your proposed use of the data requested will benefit Oklahoma public schools school districts, public school students and/or their parents/legal guardians, public school teachers and/or administrators, or the OSDE.

### III. INSTRUCTIONS FOR SUBMISSION OF REQUEST

All request for State Board of Education approval of disclosure, transfer, and/or sharing of de-identified individual student level data to or with unauthorized parties shall be submitted in writing to the OSDE Office of Legal Services on this form via one of the following methods:

- Email: Kalee.Isenhour@sde.ok.gov
- Fax: (405) 522-6256
- Regular mail:

Oklahoma State Department of Education  
Attn: Office of Legal Services  
2500 N. Lincoln Blvd., Room 117  
Oklahoma City, OK 73105

### VI. SIGNATURE OF REQUESTING PARTY/AUTHORIZED REPRESENTATIVE

I hereby certify that the foregoing information is true and correct and that I am authorized to represent any agency/entity/organization I have designated as the requesting party for purposes of this application.

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_