

Supplemental Data Request Instructions

The forms below are those used by the Texas Education Agency (TEA) and other cooperating agencies. As a reminder, requests for supplemental data should be specified in 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. Please copy the ERC Director & IT Coordinator on your request(s).

Electronic versions of these instructions are available on the [Texas ERC website](#).

ERC Request for Supplemental External Data – To TEA

Requests for external data will only be accepted if a project has already been approved by the ERC Advisory Board.

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 or (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 at Nina.Taylor@tea.texas.gov 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.

ERC Request for Supplemental External Data - to Texas Higher Education Coordinating Board (THECB)

Requests for external data will only be accepted if a Research Project has already been approved by the ERC Advisory Board.

When documenting this request, please avoid using abbreviations and acronyms.

I. Project / Requestor Information

- 1) ERC Requesting the data:
- 2) Date of Request:
- 3) Institution or organization conducting the research:
- 4) Project contact for this data request
Name:
Telephone:
Email:
- 5) 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) 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) Verification that the researchers analyzing the ERC data (plus supplemental) do not have access to the original identified data:
- 3) Please provide any other information that will help assure timely and accurate handling of this request:

Please send this supplementary data request form to Melissa Humphries and Yughi Kim at the Texas Higher Education Coordinating Board (THECB) at:

Melissa.Humphries@highered.texas.gov

Yughi.Kim@highered.texas.gov