

Data Request Form

Connecticut State Department of Education (CSDE)

The Connecticut State Department of Education (CSDE) collects data from public school districts and other education providers to meet reporting requirements, distribute funding, guide policy, inform accountability, facilitate data use, and report to the public with the ultimate goal of improving educational outcomes for all students. Customized requests for data that are submitted through this form will be accommodated within available resources.

Please note that the CSDE disseminates a wide array of its data to the public through two portals. Before submitting this request, please check these sources to ensure that the data being requested are not already available through these sources:

1. EdSight: www.edsight.ct.gov
2. CT Reports: www.ctreports.com

To submit a request, please complete the form (all fields required) and click “Submit by Email”. Please use this e-mail address: SDDataRequests@ct.gov. Alternatively, this form may be printed and mailed to: Data Requests, Bureau of Data Collection, Research and Evaluation, CT State Department of Education, 165 Capitol Avenue Hartford, CT 06106.

All of the following fields are required.

Date of Request	<input type="text"/>	<input type="checkbox"/> Initial Request	<input type="checkbox"/> Modification/Update
Name of Person Requesting Data	<input type="text"/>	Title	<input type="text"/>
Organization	<input type="text"/>		
Phone Number	<input type="text"/>	E-mail Address	<input type="text"/>
Description of Data Request	<input style="height: 40px;" type="text"/>		
Purpose/Reason for the Request	<input type="text"/>		
Level of Data	<input type="checkbox"/> State Level <input type="checkbox"/> School Level <input type="checkbox"/> Other <input type="checkbox"/> Specify		
	<input type="checkbox"/> District Level <input type="checkbox"/> Student Level		
Data Format	<input type="checkbox"/> csv <input type="checkbox"/> excel <input type="checkbox"/> pdf <input type="checkbox"/> txt		
List All Variables/Data Elements Being Requested	<input style="height: 50px;" type="text"/>		
Year(s) of Data Requested	<input type="text"/>		
When is data needed?	<input type="text"/>		

*Thank you for your request. All requests will receive a receipt response within **5 days**. The time needed to fulfill requests is dependent on the complexity of the request and staff resources needed. There may be a cost for fulfilling requests that require substantial hours to fulfill.

NOTE:

When the State Department of Education (SDE) responds to requests for data that are at school or district level, the SDE does not release information that could identify a particular student. After a review of the relevant data sets, the SDE has determined that disclosure of such information would make individual student identities easily traceable. The FOIA exempts from disclosure “[e]ducational records which are not subject to disclosure under the Family Educational Rights and Protection Act.” Conn. Gen. Stat. § 1-210(b)(17). Therefore, the SDE had to redact small numbers of statistical data--we have placed an asterisk where the cell count is less than or equal to five.

CSDE does not release Personal and Identifiable Information (PII) as part of routine data requests. In rare instances, the CSDE may choose to engage in a formal FERPA-compliant legal agreement with another organization for research and evaluation purposes in which case PII may be released. Fee: If specialized formatting of the data is required, there may be a fee to complete the request.
