

Florida Department of Education (FDOE)
Research Data Request Processing System
Request for Data Use Extension

NOTE: This form is intended for requestors who have an approved unit record data request that requires an extension of the data destruction date established at the time FDOE delivered the data to the requestor. If approved, the data use extension is limited to data delivered by FDOE for the original research project for which it was provided. This form must be completed and submitted prior to the original data destruction date for the project. Requests that seek to use data the researcher already has for another project must submit a new unit records research request packet, even if the request is related to the original approved study.

In order to provide the Florida Department of Education with a clear understanding of why you are requesting an extension, please provide the following detailed information. You may use information directly from your approved unit record data request.

I. Project Information

- A. Requestor: _____ E-mail Address: _____
B. Organization: _____
C. Research Project Title: _____
D. Original Packet Submission Date: _____
E. **Date of Request Approval:** _____

II. Project Description and Purpose of Request – *The information requested below by A through D and F should be attached when submitting this form.*

- A. What is the purpose of the research? Provide a summary/abstract of the topic to be researched.
- B. List the research questions to be answered by the proposed project. **The questions need to be specific and should be numbered; they should not be imbedded in a descriptive paragraph.**
1. _____
 2. _____
- C. Please provide a brief summary of preliminary findings for the current research for which a data use extension is requested.
- D. Please provide a brief description of data provided for this project by FDOE. You may reference the EDW request number (e.g., EDW####) or PERA request number (e.g., PERA####).
- E. Data provided by FDOE for this project is (check one):
- Summary Data
 - Personally Identifiable Unit-Record Data
 - Anonymous Unit-Record Data

F. Please briefly explain why a data use extension is needed for this project and the time period (years) for which the extension is requested.

III. Statement of Understanding

The unit-record data available through FDOE's research data request processing system is confidential and shall be used only for authorized purposes in compliance with federal and state legislation governing the use of data on individuals, including s. 1002.221, Florida Statutes, regarding restrictions on the use and disclosure of education records. The party receiving data must abide by all applicable FDOE user requirements.

Data security and access agreements signed by researchers for the original request of data for this project remain in effect. Personally identifiable information will neither be publicly disclosed nor used to make decisions that affect the rights, privileges, or benefits of any individuals.

The party receiving data acknowledges their separate obligations in accordance with the requirements of the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. '1232g and 34 CFR Part 99, as well as the State Public Records Law, Title X, Chapter 119, Laws of Florida, including express exceptions to Section 119.07(1), Florida Statutes, by establishing rights or duties of confidentiality, privacy, and nondisclosure.

Signature of Requestor _____ Date _____

Original Data Usage Expiration Date: _____