ERC Request for Supplemental External Data–To TEA

Texas Education Agency Procedures For Processing Supplemental Data

For Use By Education Research Centers With Advisory Board-Approved Projects

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 form 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 is 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 submit the Supplemental Data Processing Request Form (attached) to Dr Catherine Horn and have obtained permission to submit data. TEA will not accept data unless prior permission has been obtained from the agency. Contact Dr Catherine Horn at (713)743-5032.

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 submit the Supplemental Data Processing Request Form (attached) to Dr Catherine Horn and 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 Dr Catherine Horn at (713) 743-5032.

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. Submit the attached form to Dr Catherine Horn at **clhorn2@uh.edu** or call her for instructions at (713) 743-5032.

Texas Education Agency Supplemental Data Processing Request Form

1. Instructions

    a. Complete this form and send it to: clhorn2@uh.edu

    b. Attach the data element documentation or data dictionary.

2. To be completed by Requestor

    a. Research Project Number:

    c. Advisory Board Approval Date:

    e. Education Research Center:

    g. Contact Phone Number:

3. To be completed by TEA Staff

    a. Date Data Received by TEA:

    b. Research Project Name:

    c. Date Request was Submitted:

    d. Contact for this Request:

    e. Date Supplemental Data Sent to THECB: