

**Non-Confidential Data Request Form for Public Use**

* **Please fill out the attached form and submit to** **Data.Management@tn.gov****.**
* **We will respond to your requests within 30 days of request submission.**

Please visit the pages below for public data sources for Tennessee Department of Education:

* **TN Data Downloads page:** <https://www.tn.gov/education/topic/data-downloads>
* **TN State Report Card:** <https://www.tn.gov/education/topic/report-card>

Date of Submitted Request:

Delivery Date Requested:

*Please note that we will respond to your request within 30 days to address feasibility and next steps. We require a minimum of 30 days from date submitted to delivery date requested.*

Name of Requestor:

Contact Information for Requestor: (please include address, email and phone)

In what capacity is the requestor asking for this data?

\_\_\_ Government Official \_\_\_ Media \_\_\_ Research/Advocacy Organization

 \_\_\_ General Public \_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization’s Name (If Applicable):

Organization’s Address & Website (If Applicable):

Purpose of Organization (If Applicable):

Please provide a clear description of your data request. It should contain requested data fields, level of analysis (i.e., state, district, or school level), and data year(s).

*For example: “I need school enrollment numbers for every district in Tennessee in 2011-2012.”*

Please note: If you are requesting enrollment information, provide the specific course number(s) and name(s) for the course(s) for which you are requesting data. Please use the course correlations document (link below). We request that these course numbers be submitted in an excel sheet. The excel sheet should have one course per row and separate columns for course number and name. Also, note that the 2017-18 document has a column that denotes if a course meets graduation requirements.

Link to Course Correlations Documents: <https://www.tn.gov/education/topic/correlations-of-course-and-endorsment-codes>

TDOE Research Priorities relating to your research (if applicable)

Describe the questions that you will attempt to answer with the data set.

Do you have any contacts at the Tennessee Department of Education?

* If so, please list each person’s name and the nature of professional relationship. Please provide as much detail as possible.

**Acknowledgement of Understanding**

1. I acknowledge that the information that is provided to me will be used in a manner that aligns to the Tennessee Department of Education’s mission and strategic goals.
2. I acknowledge that this information is for the sole use as designated on the data request form.
3. I acknowledge that any information provided to me by the Department of Education may not be sold or leased to third parties.
4. I acknowledge that if this data affects future work outcomes, such as publications or press releases, the Tennessee Department of Education requests to review the item a minimum of two weeks prior to release.
* Please enter your name and date in the box below as acknowledgement and agreement to the above statements.