

Request for Additional Years of Data

NOTE: This form is intended for requestors that have an approved unit record data request that requires additional years of data that were not available at the time the original request was approved, but were part of the original approved unit record data request. You may only submit a request for the additional years of data if they were originally noted in your approved unit record data request. This form must be completed and submitted each year to receive the new data.

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

I. Project Information

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

II. Project Description – *The following requested information 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 additional years of data are requested.
- D. Please complete the following sentence to define the additional years of data you are requesting. Please list **ONLY** the year available at the time of the request. Do not list previous years or future years of data.

I am requesting a cohort of (insert education level – K12, community college, technical center, state university) (students/teachers) in (grade levels) beginning with the academic year (year) and tracking forward to (academic year) and/or tracking backward to (academic year).