

DATA REQUEST FORM

Please submit the completed form to Aaron McMahan (c-aarmcmah@pa.gov). Note: Due to routine federal and state data reporting, the requirements of both DHS and PDE Data Governance, and the complexity of other requests being processed at this time, your request may take approximately 2-3 months to complete. Aggregated child/enrollment counts will be suppressed at 10 or less to ensure the privacy of children and families is protected. OCDEL will not accept data requests for child/enrollment counts at the provider level. If you have any questions regarding the form and its submission, or the data suppression policy, please contact Aaron at 717-346-9667.

Name:

Bureau/Organization Name:

CONTACT INFORMATION

Phone #:

E-mail Address:

Date Requested:

DATA REQUEST INFORMATION

Purpose of Data (check all that apply):

Grant Application - please provide due date:

Grant Deliverable

Report or other publication

Community Needs Assessment

Program Revision Request (PRR)

Research Project - if selected, please attach your Instructional Review Board (IRB) approval documents to the request form

Other (please specify):

Please provide the question(s) that the data will be used to answer:

Will the data be included in a published document?

Yes - if so, who is the audience for the document?

No

Time Period for Data:

Most current data available

Range from _____ to _____

Range from _____ to _____

Needed Data Fields: To better help us match the data fields that you are requesting, please attach a blank spreadsheet/table with data fields/variable names needed. If possible, please include a variable dictionary.

Preferred Format of Result: **Word** **Excel**

Level of Analysis: Raw data Aggregate data

Have you checked the referenced sources in the OCDEL Early Learning Data References document at <https://bit.ly/315fN5L>?

Yes

No

Date Desired:

Last date needed to adequately inform the project:

TO BE COMPLETED BY PLANNING AND EVALUATION UNIT

Date Request Received:

Added to Project Tracker:

Completion Date: