



Anchorage School District

Data requested here is for use in guiding program direction, policy, and program accountability. For Program Evaluation activities, use the [Program Evaluation Plan Worksheet](#). This is not data to be used for research. Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the confidentiality of student information. [ASD District Policy-826](#) states that requests to conduct research must be submitted and approved by the Director of Program Evaluation.

Application for Data Request

Submit an application to Assessment & Evaluation via fax to (907)742-4430, email Dr. Sun at Sun_Xiaogeng@asdk12.org, or send a paper copy via mail to:

Xiaogeng Sun, Ph.D.
Assessment & Evaluation
5530 E. Northern Lights Blvd.
Anchorage, AK 99504
(907)742-4420

Include any supplementary material that will assist in understanding what is being requested.

1. PERSONAL INFORMATION:

Name: _____

ASD Department: _____

Contact Phone: _____

Date Data is Needed: _____

2. REASON FOR DATA REQUEST:

Request is part of grant reporting requirement? Yes No

Please explain:



3. SPECIFIC REPORTS:

What are the specific reports or results needed? (i.e. “A table showing the percent of third graders who were proficient in math on the 2005 Standards Based Assessment by grade and ethnicity.”)

Please explain:

4. RESULTS FORMAT: How do results need to be formatted? (i.e. in a table, a graph, a spreadsheet, or a list in paragraph form describing the results.)

A&E INTERNAL USE ONLY:

Approved: Yes No

A&E Person Assigned Request: _____

Signature: _____ Date: _____

