CURRICULUM & INSTRUCTION DEPARTMENT Kenmore-Town of Tonawanda Union Free School District 1500 Colvin Blvd Buffalo, New York 14223

REQUESTS FOR GRANT/EVALUATION DATA IN THE KENMORE-TOWN OF TONAWANDA UFSD

GENERAL INFORMATION

- 1. It is the responsibility of the Superintendent of Schools or his/her designee to approve all data requests in the Kenmore-Town of Tonawanda UFSD.
- 2. The Curriculum & Instruction Department shall function as the primary recommending agent for approval or disapproval of all data requests.
- 3. Please note that the application process will take about two weeks. Allow for sufficient time in your schedule.

PROCEDURES

- 1. Contact the Curriculum and Instruction Department of the Kenmore-Town of Tonawanda UFSD and procure the necessary application for a data request.
- 2. Forward the application to:

Kenmore-Town of Tonawanda UFSD Curriculum and Instruction Department 1500 Colvin Blvd Buffalo, NY 14223

- 3. All approvals are contingent on your protection of the anonymity of information regarding specific students, staff and schools involved.
- 4. After receiving written approval, the applicant will then make arrangements with the school district staff members responsible in accordance with the letter of approval.
- 5. The Curriculum and Instruction Department must be informed prior to any changes in the original proposal that would affect the Kenmore-Town of Tonawanda UFSD.

CRITERIA FOR APPROVAL OR DISAPPROVAL

The data extraction conducted within the Kenmore-Town of Tonawanda UFSD is viewed as a service to both the school district and the agency. The approval or disapproval of requests will be made within the following general guidelines.

- 1. The only requests which will generally be approved are those which:
 - a. contribute to the improvement of education in the Kenmore-Town of Tonawanda schools;
 - b. contribute to the improvement of education in general.
- 2. Even within the above categories, studies will generally be disapproved if they;
 - a. appear to infringe on the privacy of pupils, parents, or staff members;
 - b. present a burden to pupils or staff members;
 - c. threaten school-community relations in any way.

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APPLICATION

DIRE	CTIONS:	The applicant should complete return to:	lete this form, obtain the necessary approval and signatures, and
	(Please note that the approval process wi schedule.)		take about two weeks . Please allow sufficient time in your
1.	Please describe concisely the basic concepts and goals of your grant/evaluation request.		
2.	Give the nam	es of the Kenmore-Town of	Γonawanda public school(s) included in your request.
3.	Please describe the data you require – check appropriate section and specify information needed. <i>If</i> educational record data is being requested as part of your approved research request, it will not be released until we have (in electronic format) a list of the subjects for whom you have a signed consent form. <u>Or if applicable, attach a copy of the appropriate section of the MOA/MOU/Contract.</u>		
	attendancereport car	at and demographics (specify) e d grades l indicators n rates	SAT Scores ACT scores NYS assessment scores Local assessment results enrollment in AP or other advanced courses enrollment in afterschool and/or summer programs

Regents Exam Scores

Participation in other extra-curricular activities ____Other

enrollment in alternative education programs

What is the date by which you need the data? _____. Are you a KTT UFSD employee? _____Yes _____No 5. 5a. If not an KTT UFSD employee, provide the name and signature of your KTT UFSD contact/sponsor I understand that all use of data results must protect the anonymity of information regarding specific students, staff, and schools involved. Signature Address Position/Status Phone Number_____

Application Data Request - Grants/Evaluation 5/2010

Email address

Date

Specific information needed: