

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.

Specific information needed:

4. What is the date by which you need the data? _____.

5. Are you a KTT UFSD employee? ____ Yes ____ No

5a. If not an KTT UFSD employee, provide the name and signature of your KTT UFSD contact/sponsor

Name _____

Signature _____

Position _____

6. Name of applicant _____

Please Print

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

Date

Phone Number _____

Email address