

# Educator PII External Research Data Request Review Rubric

## Request and meeting information

1. Requestor name:
2. Requestor organization:
3. Proposal name:
4. Review meeting date:
5. Review meeting participants:
6. Review determination:  
 Additional information or revisions needed  
 Request denied  
 Request approved
7. Overall comments about request:

## Evaluation Questions

### Evaluation Question 1: Is it feasible for CDE to provide the requested data?

#### Considerations:

- Does CDE have the data being requested?
- Can CDE legally share the requested data?
- Are there any privacy concerns related to the request?
- Are there any concerns about changes to specific data elements over time that would impact the study results/conclusions?
- Does CDE have the resources to provide the data?
- Can CDE provide the requested data in the timeframe requested by the researcher?
- Does the researcher have IRB approval? (If required for the proposed project)

#### Answer to evaluation question 1 (select one):

- Yes, with moderate or minimal effort
- Yes, but only with substantial effort
- No

- Unclear

**Comments on evaluation question 1:**

**Evaluation Question 2: Does the research align with CDE’s [Theory of Change and Strategic Plan information](#) and/or CDE work related to the research topic?**

**Considerations:**

- Does the research align directly with CDE’s Theory of Change and Strategic Plan information?
- Does this research support any CDE projects?  
Would the research provide information in an area of interest to CDE staff but in which they do not have the bandwidth/capacity to do additional work?

**Answer to evaluation question 2 (select one):**

- Yes
- No
- Unclear

**Comments on evaluation question 2:**

**Evaluation Question 3: Does the research/application meet the CDE guidelines for educator data requests?**

**Considerations:**

- Are the research questions clearly stated and well-defined in relation to the proposed project?
- Is the research methodology clearly explained and appropriate for the research project?
- Are the publication standards for the researcher’s field of study clearly stated, including how schools/districts are referenced?
- If the proposed project involves evaluation of specific districts, has the requestor contacted the districts regarding the proposed project?
- Are there clear and specific details about what information could be learned from the research?

**Answer to evaluation question 3 (select one):**

- Yes
- No
- Unclear

**Comments on evaluation question 3:**