



# 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 application to [Assessment & Evaluation](#) via fax (fax number: (907)742-4430), or send a physical copy through mail to:

Xiaogeng Sun, Ph.D.  
Assessment & Evaluation  
5530 E. Northern Lights Blvd.  
Anchorage, AK 99504  
[Sun\\_Xiaogeng@asdk12.org](mailto:Sun_Xiaogeng@asdk12.org)

*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. (i) “A table showing the percent of third graders who were proficient in math on the 2005 Standards Based Assessment by grade and ethnicity.” or (ii) “A list of the individual students with their 2005 Standards Based Assessment scores.” )

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: \_\_\_\_\_

