Should I submit a Request for Research?

Use the following guiding questions to determine whether your request is considered research or public record.

- Are you requesting direct contact with students, teachers, administrators, and/or other district personnel in order to conduct interventions, surveys, interviews, professional development, observations, and/or administer assessments?
  - Yes: Submit a Research Request
  - No

- Are you requesting FERPA protected student data such as achievement on state mandated and district developed assessment, report cards, or behavioral records?
  - Yes: Submit a Research Request
  - No

- Are you requesting prior teacher evaluation data?
  - Yes: Submit a Research Request
  - No

- Are you utilizing district data for publication, presentation at a conference, completing a master’s thesis, doctoral dissertation, or other educational research project?
  - Yes: Submit a Research Request
  - No

- Are you requesting data related to the transaction of official Columbia Public Schools business (e.g. letters, emails, text messages, visitor logs, salaries, budgets, travel logs, schedules, school rules, codes of conduct, directory information, etc.)?
  - Yes: Submit a Public Records Request
  - Contacts