

**Letter of Intent to Request Access to Unit Record Data
from the Pennsylvania Department of Education**

Any researcher intending to request unit record data from the Pennsylvania Department of Education (PDE) must first submit a Letter of Intent (LOI) to the PDE Data Access Review and Approval Committee. The LOI will expedite the data request by ensuring that the correct forms are submitted.

Data requests will not be processed until after a LOI is submitted and reviewed. LOIs will be reviewed by the PDE Data Access Review and Approval Committee on the first Wednesday of each month. LOIs must be submitted two weeks prior to review. Response to the LOI will be given within 2 weeks after review.

Please submit the completed Letter of Intent to: RA-PDEDataRequests@state.pa.us

Emailed submissions will be followed with a return email acknowledging receipt.

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| Agency: | |
| Agency Address: | |
| Contact Person: | |
| Contact Person Title: | |
| Contact Person Address: | |
| Contact Person Phone: | |
| Contact Person Email: | |
| Please complete the sections below. Limit your responses to two (2) pages total. | |
| 1. Clearly state the research questions and provide a description of the requested data to be used to answer those questions. Please explain why access to unit record level data is necessary in order to accomplish the goals of this study. | |
| 2. Briefly describe the methodological approach to be used in the proposed study. | |
| 3. State the benefit of the proposed research. [Note that demonstration of research benefits will not necessarily result in approval of the request for access.] | |