



ERC Request for Supplemental External Data – To the THECB

(Use this document for all requests that are not sent to the Texas Education Agency)

Note: *This document must be **approved and submitted by the ERC Primary Contact**. Requests for external data will only be accepted if an applicable Research Project has already been submitted to the THECB, or is accompanying this document.*

When documenting this request, please avoid using abbreviations and acronyms.

I. Project / Requestor Information

1. ERC Requesting the data:
2. Date of Request:
3. ERC Primary Contact Name:
4. Institution or organization conducting the research:
5. Project contact for this data request
 - b. Name:
 - c. Telephone Number:
 - d. Email Address:
6. What is the name of the project that this data request is to be associated with?



II. Data

1. Agency or Organization that owns the data:
2. Agency or Organization contact information:
3. Name:
4. Telephone Number:
5. Email Address:
6. Please provide information about the data requested.
7. Period of time the data should cover (mm/dd/yy through mm/dd/yy):
8. Description of the requested data:
9. Specific data items that need to be included as part of the request (e.g. SSN, Race, Age etc.):
10. Data destruction date:
11. Please provide any other information that will help assure timely and accurate handling of this request.