

Creating and Submitting a Data Request to the South Carolina Department of Education (SCDE)

Instructions:

1. All Data Request begin with this Document.
2. The Data Request Review Board (DRRB) must approve all requests.
3. After the request is approved, a member of the DRRB or program area delegate will contact the requester for supplemental information if required. If Personally Identifiable Information (PII) is requested, a signed copy of the memorandum of understanding (MOU) and associated documents will be required.
4. Upon approval of the data request, the requester will be contacted to discuss the process for sharing the requested data.

Prerequisite for submitting a data request:

- Must have Member Center account. If you have an account, go to **Procedures:** below.
- Must have an updated version of Java installed on computer

Establishing a Member Center Account

The Data Request form is accessible only from the SCDE Member Center. In order to submit a request, individuals must create a "Community" account within the Member Center.

Creating the Member Center Account

From the main page of the SCDE website, click "Logon" on the right side of the blue bar near the top of the screen.

After clicking Login, the Logon screen will appear.

Click the Create Account button on this page.

After clicking Create Account the Create Account screen will appear.

Click the link at the bottom of the text.

On the next screen you will click the “Community User” tab if you do not currently work in the South Carolina public school system. All items noted with * must be filled in.

Enter the information requested and click “Create an Account” at the bottom of the page.

The password entered at the time the account is created will be active only until midnight of the day the account was established. When accessing your account in the Member Center for the first time, you will need to enter a new password.

Procedures:

1. Open **https://eservices.ed.sc.gov**
2. Login to your eservices account, using your email address as the user name.
 - a. Your password is your member center password.
3. When prompted by Java Pop-Up, please select “RUN”
4. Once you select “New Request or New Issue” from the top left menu bar



5. A Pop-Up will appear, “Application Blocked by Java Security”, click “OK”.
6. In the top center of the page you will see a drop down, please select “DataRequests”

7. Select the “Lightning Bolt” to the right of the Drop Down Menu



8. Scroll down to the "SCDE Data Request" section and review the required items in RED.

All data requests must comply with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and any applicable state statutes. FERPA is a federal law that protects the privacy of student education records.

As a matter of policy, SCDE will not release individual level data or data that includes Personally Identifiable Information (PII), except to comply with state or federal regulations and reporting requirements. If a data request involves individual level data or potentially contains Personally Identifiable Information (PII), a signed Memorandum of Understanding (MOU) and associated assurance documents will be required.

Please review the following prior to submitting a request:

1. Request may take longer than desired based on complexity of information.
2. Data Request will be examined to determine risk to the identified individuals.
3. Please visit the following URLs to determine if information requested is already available.

9. Please review the mandatory links in BLUE and acknowledge, in the drop down below the link, that you have reviewed the links for your information.

<p>I have verified that the information requested is not on:</p> <p>Please check link below:</p> <p>Report Card ←</p> <p>Report Card*</p> <p>Yes</p>	<p>I have verified that the information requested is not on:</p> <p>Please check link below:</p> <p>State Assessments ←</p> <p>State Assessment*</p> <p>Yes</p>
<p>I have verified that the information requested is not on:</p> <p>Please check link below:</p> <p>ESEA Waiver ←</p> <p>ESEA Waiver*</p> <p>Yes</p>	

10. Please acknowledge that you have verified it is not on the links provided, if you do not acknowledge you have reviewed, your request will be returned until you comply.

11. Please continue to complete the form in its entirety.

All requests MUST be at least 5 business days from the day the data is being needed. Any request that is submitted less than 5 business days from the day the data is needed will be denied.

Date Data is Needed*

Mon Day Year 

current date

Requestors First Name*	Requestors Last Name*	Requestors Email Address*	
<input type="text" value="j"/>	<input type="text" value="s"/>	<input type="text" value="s"/>	
Affiliation Type*	Requestors Affiliation*		
<input type="text" value="SC State Agency"/>	<input type="text"/>		
Requestors Address*	Requestors City*	Requestors State*	Requestor ZIP Code*
<input type="text" value="s"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requestors Phone Number*	Specify the year(s) of the data needed*		
<input type="text"/>	<input type="text"/>		

12. . Continue to the “Level of Aggregation” and fill out entirely.

Level of Aggregation

State/District Level* **District Level Type*** **Specify Other Level of Aggregation***

District Level All Districts

To choose multiple Demographics, hold down the Ctrl button and click the selections you would like to make.

Demographics* **Other Demographics**

Free/Reduced Lunch/Paid Lunch

Gender

N/A

Other Demographic(s)

Format of Data to be provided*

Make a Selection

Public Benefit from this project:*



13. Once you have completed the entire form, please select  in the bottom right corner.

14. Your data request is complete and will be routed to the appropriate agency personnel to complete.

- a. There is a possibility that the time needed could be longer due to your nature of request. The agency personnel assigned to your request will reach out to you and provide you with a realistic timeline for your data request to be completed.

15. All communication thereafter will be completed thru the email address that you established with your eservices account.