



Request Data

The Chicago International Charter School (CICS) Data Monitoring Committee (DMC) serves as the group formally designated by the institution to review, to approve the initiation of, and to conduct periodic review of, research involving human subjects affiliated with CICS.

The CICS DMC administers requests for permission to conduct research within CICS. The process for requesting data are indicated below. Please review the guidelines concerning the Fee Structure for External Researchers.

To make a data request, the following steps are necessary:

1. Read the CICS DMC Manual (2012) and Family Educational Rights and Privacy Act (FERPA) guidelines for obtaining data and requesting research.
2. Talk to a representative from CICS DMC about your data request (312.651.5008) regarding any questions you may have.
3. Complete and submit the Data Request Form. Include a check for the \$50.00 non-refundable processing fee made payable to: Chicago International Charter School.

Completion and filing of the Data Request Form does not grant automatic approval of your data request. After receipt and review of your submission, the chairperson of the CICS DMC will inform you of the committee's decision concerning your data request and/or any additional information needed.

The submission deadlines and meeting dates for data requests are as follows:

Submission Deadline	Meeting Date
February 15, 2012	March 1, 2012
May 15, 2012	June 1, 2012
August 15, 2012	September 5, 2012
December 15, 2012	January 2, 2013

Data Request Form



Chicago International
CHARTER SCHOOL

Data request will be considered after the completed form and the **\$50 non-refundable** processing fee are received.

Please send to: Attn: CICS DMC Chair, Christine Poindexter-Harris
Chicago International Charter School
11 East Adams, Suite 600
Chicago, IL 60603

This form is used to ensure that reports are completed accurately and timely while providing CICS with the necessary information for completion of the request.

Name:					
Name of Organization:					
Mailing Address:					
Phone:					
Project Description: Please include analysis to be completed, intended audience, dissemination of results, and end date of project.					
Specify data requested: (i.e. 2009 ISAT reading scale scores for all 3 rd grade students including gender and race for each student)					
Is this part of an IRB/DMC approved research project?	If yes, CICS IRB/DMC ID #	Have parents signed consent forms?	If yes, provide a sample copy with this form.	File type for delivery (check one):	Level of Aggregation
YES		YES		SPSS Dataset	Student-level
NO		NO		Excel Spreadsheet	Campus-level
				Text File	Aggregate
					Other

Data Request Form



Chicago International
CHARTER SCHOOL