**IMPORTANT NOTES**

1. Applicants requesting data are required to refer to the *Data Access Protocols 2012* and are advised to review the *Data Access Program Guidelines 2013* and draft Agreement Template (on page 15 of the Guidelines) prior to submitting this form.

Tick box to confirm applicant has read the *Data Access Protocols 2012*

1. All questions/fields must be completed (use n/a where not applicable). Incomplete applications will not be accepted.
2. Send the completed application and any additional documents by email to [datarequest@acara.edu.au](mailto:datarequest@acara.edu.au)
3. Please note that information provided in the form (including personal information) will be used by ACARA for record keeping, decision making and policy development purposes.  The information will be provided to members of ACARA data request panel, other ACARA staff (as required) and may be disclosed to the ACARA Research and Data Committee as well as members of ACARA’s National Assessment, Data, Analysis and Reporting Reference Group (NADAR) for the purpose of advice and decision making.  These groups include representatives from education departments, non-government school peak bodies, research experts, and other stakeholder groups.  Information about how ACARA deals with personal information is available online: <http://www.acara.edu.au/privacy.html>

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| 1. **Name and position:** |  |
| 1. **Organisation name and ABN** |  |
| 1. **Address:** |  |
| 1. **Postal address:** |  |
| 1. **Phone and email:** |  |

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| 1. **Provide a list of specific data items/variables you are requesting:**   ***Examples*** *are provided in the* [***Data Access Program guidelines***](http://www.acara.edu.au/verve/_resources/Data+Access+Program+Guidelines+2013.pdf)*at* ***section 4, page 7****. The* [***Data Catalogue***](http://www.acara.edu.au/verve/_resources/Data_Catalogue.pdf)*includes some information that can be used as guidance only. If necessary, an additional paper can be used as an attachment to list all specific data items/variables. A project proposal can be attached to this application form, if available.* |
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| 1. **Provide a list of other data sources that will be used in the proposed project/research:** [If none, indicate n/a] |
| 1. **Please provide a detailed description of the intended use of the requested data:** |
| 1. **How will this proposed research/project benefit students, schools and the Australian community?** |
| 1. **List planned product(s) from the data provided (e.g. report):** |
| 1. **Will the product(s) be published?  No  Yes -** *Please specify the format and content of the intended publication. If possible, please also attach a sample or mock-up of this publication to the application. Notes: Under the Principles and Protocols for Reporting on Schooling in Australia 2009 and the Data Access Protocols 2012 any publication that could potentially be used to identify schools/ individuals are unlikely to be approved.* |
| 1. **Evidence of relevant institutional ethics clearance attached to this application:  Yes  No**   *This is only required for a request of student level data. If No, state why not (e.g. no ethics process in place or ethics clearance not required by the institution in this circumstance)* |
| 1. **Anticipated timeframe for completion of this research/project: DD/MM/YYYY** |