**IMPORTANT NOTES**

1. Applicants requesting data should refer to the *Data Access Protocols 2015*.
2. All questions/fields must be completed (use N/A where not applicable). Incomplete applications will not be accepted.
3. Please send the completed application and any supporting documentation by email to [datarequest@acara.edu.au](mailto:datarequest@acara.edu.au)
4. 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) and the ACARA Board 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 on the [‘Privacy ‘ page](http://www.acara.edu.au/privacy.html) of the ACARA website online:
5. Successful applicants will be required to sign a licence deed pertaining to the management of the data provided.

|  |  |
| --- | --- |
| 1. **Organisation legal name** |  |
| 1. **Organisation ABN** |  |
| 1. **Organisation physical address** |  |
| 1. **Authorised users of the data** |  |
| 1. **Authorised signatory (name, position)** | Please note: Signatory must be authorised to sign a legal document on behalf of the *Organisation.* |
| 1. **Email address:** |  |
| 1. **Address for service of notices  (name, position, postal address)** |  |

|  |
| --- |
| 1. **Please mark the data that you are requesting.** Data dictionaries are available at the [‘ACARA\_data\_access\_application\_process’ page](http://www.acara.edu.au/acara_data_access_application_process.html) of the ACARA website |
| |  |  |  | | --- | --- | --- | | **Dataset** | **Current calendar year** | **All calendar years** | | NAPLAN results |  |  | | NAPLAN results similar schools |  |  | | NAPLAN student gain |  |  | | NAPLAN student gain similar schools |  |  | | NAPLAN student gain same starting score |  |  | | Student attendance |  |  | | VET in schools |  |  | | Senior secondary outcomes |  |  | | Finance |  |  | | Enrolments by grade |  |  | | Student level de-identified dataset  **Please note that student level data cannot be provided with school level data** |  |  | | Customised request |  | | |
| 1. **Please provide a detailed description of the intended use of the requested data (you must provide justification for each data set that you are requesting):** |
| 1. **List planned product(s) from the data provided (e.g. report):** |

|  |  |
| --- | --- |
| 1. **Licence Period: From date of the ‘Agreement to access ACARA School Data’** | **To:** *Completion date of the project* |