



# **Guidelines for the Release of Data**

**Office of Data and Reporting**  
**Revised July 2004**

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### Mission Statement

The College Board's mission is to connect students to college success and opportunity. We are a not-for-profit membership organization committed to excellence and equity in education.

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## OVERVIEW OF THE GUIDELINES

- Data collected by the College Board represent a valuable source of information, and requests for data from qualified applicants will be given serious consideration.
- The College Board's various programs provide individuals, schools, and districts with information in the form of score reports or other reports and these *Guidelines for the Release of Data* will not affect such routine and ordinary reporting. The use of these routinely reported data is discussed in the publication, *Guidelines on the Uses of College Board Scores and Related Data*. However, the College Board may provide qualified applicants with additional data on students, schools, districts, states, or the nation, and, if it does, will do so only under the conditions described in these guidelines.
- In order to protect the confidentiality of individual students, schools, and districts, data with individual student, school and/or district identifying information will generally not be released by the College Board. Instead, the College Board may assist qualified applicants to conduct analyses or research through alternative means (e.g., matching students, aggregating data across 15 or more schools not in one district) that prevent the release of individual or institutional identifying information.
- Exceptions to the policy regarding individual identifying information may be made for State Departments of Education for data from schools over which they have jurisdiction only upon receipt of an accepted license agreement that specifies how the data will be appropriately used and that ensures that the confidentiality of, and College Board's proprietary rights in, College Board data will be protected and maintained.
- Any exceptions to these guidelines will be made only upon the authorization of a senior College Board officer or an internal College Board data release appeals committee and upon receipt of an accepted license agreement that specifies how data will be appropriately used and ensures that the confidentiality of, and College Board's proprietary rights in, College Board data will be protected and maintained.
- Requests for embargoed data should be forwarded to the Public Affairs department at the College Board. Public Affairs will work with the department of Data and Reporting in evaluating these data requests.
- The College Board will give priority to requests for data from member institutions.
- The College Board may charge for fulfilling requests for data or reports according to its then-current pricing guidelines.

## 1 WHAT CONSTITUTES COLLEGE BOARD DATA?

College Board data may be defined as information generated from the participation of students, parents, educators, and institutions in College Board programs, and includes information such as: test scores; test volumes; identification of student names and addresses; identification of the secondary schools that students attend (AI, or attending institution) and the postsecondary institutions that receive scores (DI, or designated institution); data from the Student Descriptive Questionnaire (SDQ), such as the course-taking patterns and extracurricular interests of individual students as well as demographic information on student family background variables, such as self-reported race/ethnicity, parental education, family income; and data on individual faculty, including identifying information, previous teaching experience, courses taught, and other background variables.<sup>1</sup>

The *Guidelines for the Release of Data* are intended to provide guidance for releasing SAT® and Advanced Placement Program® (AP®) data, which include SAT Reasoning Test™, SAT Subject Tests, PSAT/NMSQT® (Preliminary SAT/National Merit Scholarship Qualifying Test), and AP Program® data as well as data from other related College Board programs, e.g., Pacesetter®, College-Level Examination Program® (CLEP®). These *Guidelines for the Release of Data* also pertain to additional College Board databases that combine data elements or fields from the College Board with external data. When external data are owned by a separate entity and are not intended for public use (e.g., data from a state, district, foundation, or other organization), the College Board generally will not have authority to release the merged data under any conditions. In addition, this data release policy covers other miscellaneous data collected by the College Board, including, but not limited to, survey data (e.g., the Advanced Placement Program teacher survey), marketing research data, and any data collected as part of a pilot study, including data collected on any Web site owned and/or operated by or affiliated with the College Board.

Data collected by the College Board represent a valuable source of information, and requests for data from qualified applicants will be given serious consideration. However, as College Board data are the property of the College Board, derived and developed after considerable time and expense, the College Board reserves the rights to deny any requests. College Board data may be used only for the purposes specified either in the publication, *Guidelines on the Uses of College Board Test Scores and Related Data* (for use of aggregate data), or in a license agreement between those who request data and the College Board. In addition, both in recognition of the intrinsic value of the data as well as the costs incurred by the College Board in collecting and processing data, as well as providing data to qualified requestors, the College Board will require that the requestor pay for the data, unless waived. Procedures for requesting College Board data can be found in Section 5 of this document, a sample Data Request Form can be found in Appendix A, a sample license agreement can be found in Appendix B, and pricing guidelines can be found in our *Pricing Guidelines*.

1. This list is not intended to be exhaustive but rather illustrative of the type of data that the College Board collects.

For the purpose of these guidelines, College Board data can be classified into three broad categories: aggregate level, institution/district level, and individual level. These terms are defined below:

- 1.1 Aggregate-level data:** Aggregate-level data are data that have been aggregated from individual-level data to create data associated with a particular state or with the entire nation. Examples of aggregate-level data include: the average SAT verbal score for all college-bound seniors in New York State in 2000; counts of all college-bound seniors in the country who took SAT math by standard score bands (i.e., 200–240, 250–290, etc.); counts of all college-bound seniors in California by self-reported race/ethnicity; etc. Most of these data can be shared with the public because they are aggregated at a level that makes it impossible to identify a particular individual, institution, or school district. See Guidelines for Aggregate Data in Section 2 for further information on the release of aggregate-level data.
- 1.2 Institution/district-level data:** An institution is defined as any entity with an attending institution code designation, and including, but not limited to, middle school or school of secondary education (or their equivalents). Institution/district-level data are data that have been aggregated from individual-level data to create data associated with a particular institution or school district. Examples of institution/district-level data include: total AP Biology examination volumes for a high school; the average SAT verbal score for a school district; the average SAT math score for students applying to a college or university; etc. In order to protect the confidentiality of institutions and districts, institution/district-level data (information that would allow the user to identify a particular institution/district, e.g., AI/DI code, or zip code, which could be used to construct a particular school district) are *never* released, with the sole exception of direct requests from the institutions/districts to which these data pertain (i.e., State Departments of Education). See Guidelines for Institution/District-Level Data in Section 3 for further information on the release of institution/district-level data.
- 1.3 Individual-level data:** Individual-level data are data associated with a particular individual, such as a particular student or teacher. Examples of individual-level data include: individual SAT scores; AP grades; number of AP Examinations taken; SDQ responses; date of birth; social security number; high school attended; etc. In order to protect the rights of individuals under the Family Educational Rights and Privacy Act (FERPA), these data are considered highly confidential. Except for direct requests by the individuals to whom the data pertains, individual-level data are *never* released with information that would allow the user to identify a particular individual. See Guidelines for Individual-Level Data in Section 4 for further information on the release of individual-level data.

## 2 GUIDELINES FOR AGGREGATE DATA

Aggregate data are disseminated by the College Board as a matter of course in such publications as *College-Bound Seniors: A Profile of SAT Program Test-Takers*, which are available through [www.collegeboard.com](http://www.collegeboard.com). These published data are available to the public, usually without cost. However, there are many cases when an individual or institution requires particular data aggregated in a particular manner that is not readily available. For example, an institution may require a cross-tabulation of the SAT verbal and math standard score bands (i.e., 200–240, 250–290, etc.) by parental

education or income for the national population of college-bound seniors over a period of several years, or aggregate national data for students planning to major in engineering. For these types of requests, the following guidelines will be observed:

- 2.1 General Guidelines Regarding Aggregate-Level Data:** Requests for aggregated College Board data as defined in Section I from any individual or institution, if granted will follow the pricing and procedural guidelines.
- 2.2 Fees for Aggregate-Level Data:** The College Board will charge a fee for custom aggregated data (that is, data in a form not readily available in published format) in accordance with its then-current *Pricing Guidelines*. Individuals or institutions interested in reprinting aggregated College Board data in their own publications or on a Web site should contact the College Board *Office of Trademarks and Copyrights*.
- 2.3 How to Request Aggregate-Level Data:** Procedures to request aggregate-level data may be found in Section 5.1.

### 3 GUIDELINES FOR INSTITUTION/DISTRICT-LEVEL DATA

Institution- and district-level data are considered more confidential than aggregated data, and the release thereof follows more stringent guidelines. The College Board will not release such data to anyone other than the institution or district to which the data pertain except on the basis of a license agreement with an applicant the College Board determines to be qualified. County-level data will not be provided unless county is equivalent to a public school district. The following guidelines govern the release of all institution/district-level data. In addition, see Appendix C for a list of institution/district-level data elements by program that are not released to bodies other than those to which the data pertain.

**3.1 General Guidelines Regarding Institution/District-Level Data:** Requests for institution- and/or district-level College Board data from a qualified applicant will be given serious consideration. (See Section 5.2.1 for the definition of “qualified.”) The decision of whether to release such data will be made based strictly upon these guidelines, and any data that are released by the College Board to any qualified applicant is the property of the College Board, and may not be used for any purpose other than that specified in the license agreement between those who request data and the College Board. The College Board reserves the right to refuse any data request involving institution/district-level data; however, nothing herein shall prohibit institutions and/or districts from releasing data pertaining to their own institution or district.

#### 3.2 What Institution/District-Level Data May Be Requested:

**3.2.1 Standard Data Requests:** The College Board routinely releases institution/district-level data to the institutions/districts to which the data pertain (for an established fee) in the form of reports and electronic files of data specific to that institution/district. Other requests from qualified applicants will be considered for institution- or district-level data aggregated across at least 15 institutions and/or 15 districts with no identifying information provided (e.g., no AI/DI codes provided for institutions, and no zip codes for districts. In addition, only data aggregated across the 15 units will be provided; e.g.,

mean AP grade across the 15 schools or districts). Data will not be provided for entire cities or counties, as these jurisdictions often constitute a school district. This guideline is intended to protect the confidentiality of data aggregated at the institution and district-level and to prevent inappropriate use of the data; therefore, the College Board will monitor all requests for attempts to circumvent this provision (e.g., requests for data aggregated across all schools that form a district, and thus would result in district-level data for that particular district). If specific institution- or district-level data are needed, the party requesting the data must obtain written permission from each institution or district, specifying the data to be released, before the College Board will release any data with institution or district information identified.

**3.2.2 Exceptional Data Requests:** Under certain circumstances, data containing identifying information may be requested for specific institutions and/or districts without obtaining written permission from each institution or district. For example, the College Board will release identifiable institution- and district-level data to bodies that have direct jurisdiction and authority over those institutions and/or districts, such as state education agencies, central agencies of state systems of higher education, and school districts. The College Board will monitor all such requests including requests fulfilled by the Educational Testing Service (ETS). The College Board data release appeals committee must approve any other release of institution- or district-level data that contains identifying information.

**3.2.3 License Agreement:** Institutions/districts that request data pertaining to their own institutions/districts are not required to complete a license agreement. Other qualified applicants that request institution- and/or district-level data will be required to enter into a license agreement with the College Board that sets forth required provisions with respect to confidentiality and release of information.

**3.3 Fees for Institution/District-Level Data:** The College Board will charge a fee for institution- and/or district-level data in accordance with its then-current *Pricing Guidelines*.

**3.4 How to Request Institution/District-Level Data:** Procedures to request institution/ district-level data may be found in Section 5.2.

## 4 GUIDELINES FOR INDIVIDUAL-LEVEL DATA

Individual-level data are considered more confidential than aggregated data, institution/district level, and require more stringent guidelines. The College Board will not release such data with identifying information to anyone other than the individual, or where they direct, to which the data pertain except on the basis of a license agreement with a qualified applicant. The following guidelines govern the release of all individual-level data. In addition, see Appendix C for a list of individual-level data elements by program that are not released.

**4.1 General Guidelines Regarding Individual-Level Data:** Requests for individual-level College Board data from a qualified applicant will be given serious consideration. (See Section 5.3.1 for the definition of qualified.) The decision of whether to release such data will be made based strictly upon these guidelines, and any data that are released by the College Board to any individual or

institution is considered to be the property of the College Board, and may not be used for any purpose other than that specified in a license agreement between those who request data and the College Board. The College Board reserves the right to refuse any data request involving individual-level data; however, nothing herein shall prohibit individuals from releasing their own data.

## 4.2 What Individual-Level Data May Be Requested:

**4.2.1 Standard Data Requests:** The College Board routinely releases individual-level data to the individual for which the data pertain or to the institutions that the individual indicates should receive the data in the form of score reports and electronic files of data specific to that individual. Other requests from qualified applicants will be considered for individual-level data aggregated across at least 15 student records with no identifying information provided (e.g., no social security numbers, names, addresses, or dates of birth will be provided. In addition, only data aggregated across the 15 individuals will be provided; e.g., mean SAT verbal score across the 15 individuals). This guideline is intended to protect individuals and to ensure that the College Board observes the letter and spirit of the Family Educational Rights and Privacy Act (FERPA). Alternatively, if a party requesting data has a preexisting data file with identifying information such as student name and social security number, the College Board may match that data set to its own to provide specific College Board data to the user. All identifying information will be stripped from the file before it is returned to the user and individual student records may be scrambled to prevent post hoc identification of student records. This would be desirable, for example, in a case where a researcher has collected independent data on a set of subjects and would like College Board data, such as individual SAT scores, to augment the data set. If specific individual-level data are needed, the party requesting the data must obtain written permission from each individual, specifying the data to be released, before the College Board will release that data.

**4.2.2 Exceptional Data Requests:** Under certain circumstances, data containing identifying information may be requested for specific individuals without obtaining written permission from each individual. For example, the College Board will release identifiable individual-level data to state education agencies and central agencies of state systems of higher education upon request. The College Board will monitor all such requests including requests that will be completed by the Educational Testing Service (ETS). The College Board data release appeals committee must approve any other release of individual data with identifying information. **Under no circumstances will the College Board ever release all of the data elements for an entire cohort of college-bound seniors.**

**4.2.3 License Agreement:** Individuals that request data pertaining to themselves, or institutions/districts that request data pertaining to individuals either attending their institutions or applying to their institutions are not required to complete a license agreement. Other qualified applicants requesting individual-level data will be required to enter into a license agreement with the College Board that sets forth the required provisions with respect to confidentiality and release of information.

**4.3 Fees for Individual-Level Data:** The College Board will charge a fee for individual-level data in accordance with its then-current *Pricing Guidelines*.

**4.4 How to Request Individual-Level Data:** Procedures to request individual-level data may be found in Section 5.3.

## 5 PROCEDURES FOR REQUESTING COLLEGE BOARD DATA

### 5.1 Aggregate-Level Data:

**5.1.1** Any person or institution is qualified to request aggregate-level data.

**5.1.2** Aggregate-level data in the form of existing published reports may be requested from the appropriate program. For example, *College-Bound Seniors: A Profile of SAT Program Test-Takers* can be easily obtained from <http://www.collegeboard.com>, or by calling the SAT program.

**5.1.3** Custom aggregate-level data may be requested by contacting a College Board Regional Office, the appropriate program officials in the New York Office, or the department of Data and Reporting in the New York Office. Written communication defining the request specifications, stating the time required to complete the work, and providing the cost estimate for the activity will then be sent to the requestor.

### 5.2 Institution/District-Level Data:

**5.2.1** The following categories of users are generally considered qualified to request institution/district-level data:

**Researchers/Polymakers:** Includes researchers or policy makers that are affiliated with either an educational institution (e.g., college/university, public/private primary or secondary school system), a governmental research agency or legislative commission, or a private research or policy institution.

**State Education Departments:** Includes state education agencies, state departments of education, and central agencies of state systems of higher education.

**Institutions/Districts:** Includes persons with authority to represent public and private primary and secondary schools, local school districts, and institutes of higher education, such as colleges and universities.

**Other Interested Parties:** Includes recognized educational organizations (e.g., state education associations, the National Council of Teachers of Mathematics, etc.).

**Local and National Press:** Shall direct all requests for data to the Public Affairs department at the College Board.

**5.2.2** All requests for institution- and/or district-level data from a qualified applicant must be in the form of a formal written request that specifically states: (1) the rationale for the data request; (2) any and all purpose(s) for which the data will be used; (3) name(s) and title(s) of all parties having access to the data; and (4) the name of the agency funding

the research, if applicable. (See Appendix A for a sample Data Request Form.) Those requesting College Board data should allow at least two weeks for approval of their request, which will be accompanied by a cost estimate if the request is approved, and an additional two weeks or longer to obtain the needed data.

**5.2.3** Requests for institution- and/or district-level data should be directed to the appropriate program officials in the New York Office or the department of Data and Reporting in the New York Office.

**5.2.4** The College Board reserves the right to refuse any data request involving institution/district-level data; however, nothing herein shall prohibit institutions and/or districts from releasing data pertaining to their own institution or district.

### **5.3 Individual-Level Data:**

**5.3.1** The following categories of users are generally considered qualified to request individual-level data:

**Researchers/Policy makers:** Includes researchers or policy makers that are affiliated with either an educational institution (e.g., college/university, public/private primary or secondary school system), a governmental research agency or legislative commission, or a private research or policy institution.

**State Education Departments:** Includes state education agencies, state departments of education, and central agencies of state systems of higher education.

**Institutions/Districts:** Includes persons with authority to represent public and private primary and secondary schools, local school districts, and institutes of higher education, such as colleges and universities.

**Other Interested Parties:** Includes recognized educational organizations (e.g., state education associations, the National Council of Teachers of Mathematics, etc.).

**Local and National Press:** Shall direct all requests for data to the Public Affairs department at the College Board.

All requests for individual-level data from a qualified applicant must be in the form of a formal written request that specifically states: (1) the rationale for the data request; (2) any and all purpose(s) for which the data will be used; (3) name(s) and title(s) of all parties having access to the data; and (4) the name of the agency funding the research, if applicable. (See Appendix A for a sample Data Request Form.) Those requesting College Board data should allow at least two weeks for approval of their request, which will be accompanied by a cost estimate if the request is approved, and an additional two weeks or longer to obtain the needed data.

**5.3.2** Requests for individual-level data should be directed to the appropriate program officials in the department of Data and Reporting in the New York Office.

**5.3.3** The College Board reserves the right to refuse any data request involving individual-level data; however, nothing herein shall prohibit individuals from releasing their own data.

## 6 THIRD PARTIES

Occasionally an applicant may request that institution/district-level and/or individual-level data pertaining to that applicant be provided to or shared with a third party that is under contract to or working in collaboration with the requesting party. When release of data to third parties is desired, the license agreement with the requesting party must specify all information described above as well as any additional uses of the data by the third party permitted by the requesting party. The following guidelines govern the release of all institution/district-level and individual-level data to third parties:

- 6.1** When individual- or institution/district-level data are provided to or shared with a third party, a separate license agreement will also be required from the third party that specifically states: (1) the rationale for the data request; (2) any and all purpose(s) for which the data will be used; (3) name(s) and title(s) of all parties having access to the data; and (4) the name of the agency funding the research, if applicable. Those requesting College Board data should allow at least two weeks for approval of their request accompanied by a cost estimate if the request is approved, and an additional two weeks or longer to obtain the needed data.
- 6.2** The College Board reserves the right to charge the third party an additional fee for licensing its use of the data.
- 6.3** The third party may never retain data permanently, but is required to return data to the requesting party or, at the request of the College Board, to the College Board upon completion of the work.
- 6.4** At all times the requesting party is ultimately responsible for ensuring that any third party vendor associate or collaborator operates within the terms of the license agreement made with the College Board.
- 6.5** The College Board reserves the right to refuse any data request involving institution/district-level data or individual-level data; however, nothing herein shall prohibit applicants from releasing data pertaining to their own institution or district. State education department agencies and other central agencies of state systems of higher education may publish institution/district-level data in report format under their own authority; however, researchers and state agencies should be aware of their obligation not to release College Board data to any third party for any purpose other than that stated in the license agreement.

## 7 GUIDELINES FOR POSTING DATA ON THE INTERNET

Education-related state agencies, institutions, and districts although cautioned, are however, permitted to post data under their own authority on the Internet on their own Web site. All other recipients of data, including, but not limited to, third parties of state agencies, institutions, and districts, are not permitted to publish College Board data on the Internet, republish data found on [www.collegeboard.com](http://www.collegeboard.com), or republish data in print without receiving permission from the College Board.

Dissemination of Data in any format that could compromise institutions and individuals' right to confidentiality is strictly prohibited. Requestors of Data must be familiar with relevant and applicable state and federal statutes governing such issues (e.g., FERPA) and professional practices in protecting

testing data (see *Standards for Educational and Psychological Testing*, 1999, AERA, APA & NCME). A violation of any such law or standard may, in the sole discretion of the College Board, result in the immediate revocation of the license for the provided Data and the refusal to license and/or provide Data in the future.

## **8 FUTURE MODIFICATIONS TO THE GUIDELINES**

*The Guidelines for the Release of Data* will also cover additional data and information generated from additional products and services that may be developed and provided to students, educational institutions, and other parties in the future. These guidelines will be reviewed annually and modifications may be incorporated as needed. Individuals requesting data should review the most current version of the guidelines at [www.collegeboard.com](http://www.collegeboard.com) or contact the department of Data and Reporting.

## APPENDIX A: Data Request Form

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please indicate your data user category:

- Researcher/Policy Maker
- State Education Department Official
- Other State Official (specify: \_\_\_\_\_)
- School District Official
- Institution Official
- Media/Press
- Other (specify: \_\_\_\_\_)

If you are associated with a state, district, or institution, are you requesting data that pertain only to the students and/or schools over which you have jurisdiction?

- Yes     No (explain: \_\_\_\_\_)

Funding Source (if applicable): \_\_\_\_\_

Third Party (if applicable): \_\_\_\_\_

Data request rationale/Purposes for which data will be used:

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Data set being requested:

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If data is being matched please attach a list of variables that you will provide.

Please see Appendix D for a list of items to ensure the best match.

Persons having access to the data:

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Please attach your institution's Internal Review Board (IRB) approval form.

## APPENDIX B: **Sample License Agreement**

This is a sample. Do not use.

[Date]

[Name]

[Title]

[Address]

This letter will serve as a license agreement (the “Agreement”) between [Requestor], the “Licensee,” and the College Board, the Licensor, (hereinafter “College Board”) and will govern your use of the College Board data that you have requested. The College Board will be pleased to grant you a nonexclusive, nontransferable license to use for research or non-publishing purposes only, through [date], the expiration of this Agreement, in accordance with the terms and conditions stated herein, the following data:

- [Year] [Program(s)] [Type of Data] (hereinafter “Data”)

These Data are to be licensed to Licensee for the sole purpose of [Purpose]. The license fee for the Data is \$ [xx]. The Data will be provided to you in the following format: [format] on [medium].

Because these proprietary Data contain confidential information, you, the Licensee, have agreed to be bound by the following terms and conditions:

- that the Data are, and at all times will remain, the sole property of the College Board. The College Board retains all right, title and interest in and to the Data, and all copies thereof (including, without limitation, all copyrights, trade secrets, trademarks, patents and other similar proprietary rights therein). The rights and Data contained herein are nontransferable;
- that Licensee will maintain and protect the confidentiality of these Data and the Data will be kept in a secure environment with restricted access given only to Licensee’s staff who are conducting the analyses and interpretation of the Data, who have been made aware of, and have agreed to abide by, the terms of this Agreement;
- that Licensee will not release or otherwise reveal, directly or indirectly, the Data to any third party, and Licensee shall not transfer or assign any rights hereunder, in whole or in part, whether voluntary or by operation of law, without the prior written consent of the College Board;
- that Licensee will destroy these Data, and any and all copies thereof, the earlier of the termination or expiration date of this Agreement;
- that Licensee will not retain copies of the Data;
- that Licensee will forward to the College Board, free of charge and within thirty (30) days, a copy of any research report that is generated using the Data to the attention of [College Board Contact];
- that if any time during the term of this License Agreement, Licensee should breach any of the terms herein, Licensor may immediately terminate this Agreement;

- that this Agreement shall be interpreted and construed in accordance with the laws of the State of New York, without regard to the principles of conflicts of laws, and with the same force and effect as if fully executed and performed therein, and the laws of the United States of America;
- that Licensee will not use the Data for any purpose other than that specifically granted hereunder; and
- that Licensee have received and read a copy of the College Board's *Guidelines for the Release of Data*, and agree to abide fully thereby.

This License Agreement contains the entire agreement and understanding between the parties and supersedes all prior agreements or understandings, whether written or oral, relating to all or any part of the undertakings set forth in this Agreement. Any amendments or modifications to this License Agreement must be in writing, dated, and signed by the parties.

Please indicate your acceptance of all the terms and conditions in this Agreement by signing below and returning one original copy directly to the attention of [College Board Contact] at the College Board.

The Data will be provided to Licensee after this Agreement has been fully executed by all parties.

Sincerely,

[College Board Signatory]

Read, understood and agree to comply with all the terms and conditions stated above.

[Requestor]

By: \_\_\_\_\_ (Signature)

Name: \_\_\_\_\_ (Print Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX C: **Nonreleasable Data Elements By Program**

SAT Reasoning Test

SAT Subject Tests

SDQ Program Data

Institution-Level Data: The following data elements will not be provided in institution-level data sets to those requestors that do not have governance over requested institution's data:

- Zip Code/Zip+4
- Attending Institution (AI) code
- District code (once available)
- Volumes by examination

District-Level Data: The following data elements will **not** be provided in district-level data sets to those requestors that do not have governance over requested district's data:

- Zip Code/Zip+4
- District code (once available)
- Volumes by examination

Individual-Level Data: The following data elements will **not** be provided in individual-level data sets to those requestors that do not have governance over requested individual's data:

- Social Security Number
- First name
- Last name
- Middle initial
- Street address
- City
- Zip Code/Zip+4
- Phone Number
- Date of Birth
- Attending Institution (AI) code
- Designated Institution (DI) code
- District code (once available)

Exceptions may be requested. The College Board is under no obligation to agree to any exception.

### **AP Program Data**

Institution-Level Data: The following data elements will not be provided in institution-level data sets to those requestors that do not have governance over requested institution's data:

- Zip Code/Zip+4
- Attending Institution (AI) code
- District code (once available)
- Frequencies by examination

District-Level Data: The following data elements will not be provided in district-level data sets to those requestors that do not have governance over requested institution's data:

Zip Code/Zip+4  
District code (once available)  
Frequencies by examination

Individual-Level Data: The following data elements will not be provided in individual-level data sets to those requestors that do not have governance over requested individual's data:

Social Security Number  
First name  
Last name  
Middle initial  
Zip Code/Zip+4  
Date of Birth  
Attending Institution (AI) code  
District code (once available)

Exceptions may be requested. The College Board is under no obligation to agree to any exception.

#### **PSAT/NMSQT Program Data**

Institution-Level Data: The following data elements will not be provided in institution-level data sets to those requestors that do not have governance over requested institution's data:

Zip Code/Zip+4  
Attending Institution (AI) code  
District code (once available)  
Volumes by examination

District-Level Data: The following data elements will not be provided in district-level data sets to those requestors that do not have governance over requested district's data:

Zip Code/Zip+4  
District code (once available)  
Volumes by examination

Individual-Level Data: The following data elements will not be provided in individual-level data sets to those requestors that do not have governance over requested individual's data:

Social Security Number  
First name  
Last name  
Middle initial  
Street address  
City  
Zip Code/Zip+4  
Phone Number  
E-mail Address  
Date of Birth  
Attending Institution (AI) code  
District code (once available)

Exceptions may be requested. The College Board is under no obligation to agree to any exception.

## APPENDIX D: **Data Elements Needed For Matched Data**

The following is a list of items in weighted order (the more items you have from the top of this list the better the chances are of matching data):

- SSN (with no hyphens, with leading zeros, if applicable)
- Last Name
- Date of Birth (MMDDYY, with leading zeros, if applicable)
- First Name
- Middle Initial
- Sex
- High school attending institution code (with leading zeros provided for some states, six digits total)
- Student's home zip code (with leading zeros, if applicable)
- Race

Notes in parenthesis should be in place in the data files provided.