# Evaluation of Strategies to Address Unfinished Learning in Math (ReSolve Math Study)

**Appendix F**
Request For Student Administrative Records (Year 1 and Year 2)

**May 2023**

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MEMORANDUM

**To:**        [Director of Research (or similar position)], [District name]

**From:**      [Project director and data manager], MDRC

**Date:**      [Date]

**Subject:**   First Student Data Request for the ReSolve Math Study

Thank you for agreeing to provide student records data for the ReSolve Math study, an evaluation of instructional approaches delivered by digital math products. The study is funded by the U.S. Department of Education, which has contracted with MDRC, a non-profit, nonpartisan research and evaluation organization, and its partners, to conduct the study.

We thank you for taking the time to meet with us on [date of call] to discuss our data request and to answer our questions. This document describes our data request in more detail.

*[The school years of data requested will depend on whether a district is in Cohort 1 or Cohort 2. The relevant school years for each Cohort are indicated in parentheticals. Each district's data request will include either the school years for Cohort 1 or for Cohort 2.]*

## Study Schools

[#] schools in your district are participating in the study, with [#] schools selected to use [product name] in 4th and 5th grade classrooms for two school years [*Cohort 1:* (SY 2023-24 and SY 2024-25); *Cohort 2:* (SY 2024-25 and SY 2025-26)].

The study schools are:

- [LIST OF STUDY SCHOOLS]

## Student Sample

We are requesting student-level data for all 4th and 5th grade students who were enrolled in the study schools listed above <u>at any point</u> during [*Cohort 1:* **SY 2023-24**; *Cohort 2:* **SY 2024-25**].

*Additional text for districts that require a parental consent process:*

We are requesting data for only the 4th and 5th grade students **whose parents consented to the release of their child's records.**

The parents/guardians of these students were asked for their permission to release their child's records to the ReSolve Math study team.

[Name, position] will provide you with a list of students whose parents/guardians have agreed to the release of their child's data, as well as copies of the signed consent forms. **Please provide data for only the students on this list.**

## School Years and Fields Requested

The study team is limiting our request to only the data that are necessary to conduct a high-quality evaluation. To this end, we are requesting four types of information for each student in the sample (see **Table 1**):

- **Students' assessment and course data:** We are requesting these data because a key goal of the study is to examine the effect of digital math products on students' test scores and course performance, and to compare the effect of different instructional approaches used by the products on these outcomes.

- **Students' characteristics (demographics, special education status):** We are requesting this information so that we can describe the population of students in the study and compare the characteristics of students in schools that were and were not assigned to use the digital math products, as well as the characteristics of students that received different instructional approaches from these products. These variables will also be important in our analysis of student outcomes because they will serve as control variables that will improve the precision of our findings.

- **Students' school enrollment, attendance, and product usage data:** Students who use digital math products more often are expected to benefit the most from them. Therefore, we are requesting school enrollment and attendance information to describe to what extent students were present at the school to receive the products. Similarly, we are requesting data about product usage to describe how often and in what ways students interacted with the products. This information will help us understand how well implemented the products were, which is critical to understanding why effects on outcomes were or were not observed.

- **Data for linking across files:** Finally, we are requesting information about students that will allow us to link the data from students across different files. This linking will allow us to identify the students that are in the study and to measure their characteristics and their outcomes across different school years.

We are requesting the fields in Table 1 for [*Cohort 1:* **SY 2022-23** and **SY 2023-24**; *Cohort 2:* **SY 2023-24** and **SY 2024-25**]. Please note that some students may not have been continuously enrolled in a study school in [*Cohort 1:* SY 2022-23 or SY 2023-24; *Cohort 2:* SY 2023-24 or SY 2024-25]. *Please provide the requested data for all students in the sample to the extent available, regardless of whether they were continuously enrolled in a study school in these school years.*

**Table 1. Requested Fields**

| Data Type | Fields |
|---|---|
| Data for linking across files and school years [if district is providing de-identified records] | Student's research ID (created by the district) |
| | Student's random assignment ID (provided by the product vendors) |
| | School year |
| Data for linking across files and school years [if district is providing identified records] | Student ID |
| | Student name |
| | Student date of birth |
| | School year |
| School of enrollment | School of enrollment in the fall |
| | School of enrollment in the spring |
| | Date of enrollment (if available) (month and year) |
| | Unenrolled (exit) date (month and year) |
| Demographics and special status | Gender |
| | Grade level |
| | Month and year of birth (if not already provided in linking data above) |
| | Race/Ethnicity |
| | Free/reduced price lunch eligibility |
| | Socioeconomic disadvantage or poverty indicator (if your district has universal free lunch and/or you use an alternate indicator of socioeconomic disadvantage) |
| | Special education status |
| | Individualized education plan (IEP)/504 status |
| | English Language Learner status/classification |
| Attendance | Total days absent |
| | Total days present |
| [State test name] | Math scaled score |
| | Math proficiency level (Minimal, Basic, Pass, Proficient, Advanced) |
| | Reading/English Language Arts scaled score |
| | Reading/English Language Arts proficiency level (Minimal, Basic, Pass, Proficient, Advanced) |
| [Name of district's math formative test(s)], at beginning, middle and end of year (BOY, MOY, EOY) | Math scaled score (BOY, MOY, EOY) |
| | Math proficiency level (BOY, MOY, EOY) |
| Grades in math | Course name |
| | Final Grade/Mark Earned (including pass/fail, if relevant) |
| Data about usage of [digital math product name] | [Specific fields will be tailored based on which product(s) the district is using, but will include fields such as: amount of time the student was logged in to the product, number of lessons and activities completed by the student, number of times the student was assessed] |

# Data File Format

*Text for districts that can provide de-identified data*:

We are requesting **de-identified** student-level data files with no direct personally identifiable information (PII) about students.

However, each data file should include:

- A **student research ID** created by the district, so that we can link the data for each student across files. *Please create and save an internal roster that includes students' names (and other direct identifiers like date of birth) and their research ID, because we will be asking for additional data on these students next year. Do not share this internal roster with MDRC.*

- A **random assignment ID** created by the digital product vendor ([name of vendor and product selected by the district]). For the study, students in schools using the product were randomly assigned to one of two instructional approaches delivered by the digital product. [name, position] at [product vendor] will provide you with a list of the students who were randomly assigned, and their random assignment ID created for the study. Please include each student's random assignment ID in the files shared with MDRC.[1]

The data can be shared with MDRC as multiple data files in the format that the district prefers (.csv, Excel, etc.).

*Alternate text for districts that prefer to provide identified data*:

We are requesting student-level data files. Each of the data files should include the **student's ID and their name and date of birth** to allow us to link the data for each student across files.[2]

The data can be shared with MDRC as multiple data files in the format that the district prefers (.csv, Excel, etc.).

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[1] To protect student confidentiality as part of the research study, MDRC does not have information on student names (or other direct identifiers). Only the product vendors have this information as part of their agreement with the district to provide the product to students.

[2] MDRC uses strict data security practices to protect the privacy of all information we collect. After receiving the data files form the district, we will remove students' name and personal identifiers from the data and replace these identifiers with an anonymized research ID. The crosswalk that links students' personal identifiers to their research ID will be stored a separate, secure location, and access to this crosswalk will be restricted to members of the research team.

# Data Sharing

*Text for a district that is not using a parent consent process (transfer of data is from district to MDRC only):*

MDRC uses Box to securely transfer files. We will set up a Box folder for the transfer of data files between your district and MDRC. We will email you a link to the Box folder that you will be able to use to securely upload the data files to the Box folder once they are ready.

*Text for a district that has a parental consent process (transfer of data happens in two directions, because MDRC will also need to provide information to districts):*

MDRC uses Box to securely transfer files. We will set up a Box folder for the transfer of data between your district and MDRC. You will be able to use the Box folder to share the data files with us once they are ready. MDRC will also use this folder to share the list of students whose parents have agreed to the release of student records.

To access the shared folder, you will need to register for a Box account. You'll receive an invitation to register for a Box account from noreply@box.com, and you'll then be able to register for an account.

# Data Extraction Fee

If there is a fee for extracting data for the study, please let us know so that we can set up a payment.

# Expected Delivery Date

As discussed on our call, the data should be provided to us by [date].

# Future Data Requests

At this time next year, we will submit our second data request for the study. The second data request will ask for additional follow-up data for the students in this request, as well as data for 4th & 5th grade students who will be new to the study. We will be requesting the same data fields.

Please contact us if you have any questions about this data request or if you would like to discuss it further. [Data manager name] contact information is [email] and [project director name] contact information is [email].

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MEMORANDUM

| | |
|---|---|
| **To:** | [Director of Research (or similar position)], [District name] |
| **From:** | [Project director and data manager], MDRC |
| **Date:** | [Date] |
| **Subject:** | Second Student Data Request for the ReSolve Math Study |

Thank you for agreeing to provide student records data for the ReSolve Math study, an evaluation of instructional approaches delivered by digital math products. The study is funded by the U.S. Department of Education, which has contracted with MDRC, a non-profit, nonpartisan research and evaluation organization, and its partners, to conduct the study.

We thank you for taking the time to meet with us on [date of call] to discuss our data request and to answer our questions. This document describes our data request in more detail.

*[The schools years of data requested will depend on whether a district is in Cohort 1 or Cohort 2. The relevant school years for each Cohort are indicated in parentheticals. Each district's data request will include either the school years for Cohort 1 or for Cohort 2.]*

## Study Schools

[#] schools in your district are participating in the study, with [#] schools selected to use [product name] in 4th and 5th grade classrooms for two school years [*Cohort 1:* (SY 2023-24 and SY 2024-25); *Cohort 2:* (SY 2024-25 and SY 2025-26)].

The study schools are: [LIST OF STUDY SCHOOLS]

## Student Samples

In this data request, we are requesting student-level data for two groups of students:

**(1) Students who joined the study for the first time in [***Cohort 1:* **SY 2023-24;** *Cohort 2:* **SY 2024-25] (Group 1).** Group 1 includes all students who were enrolled in 4th and 5th grade in the study schools listed above at any point during [*Cohort 1:* SY 2023-24; *Cohort 2:* SY 2024-25]. You provided data for these students last year [date] as part of our first data request. In this data request, we are asking for additional data on these students. [*Additional text for districts that can provide de-identified data*: We had also asked you to save an internal roster with these students' names and their research ID].

**(2) Students who joined the study for the first time in [***Cohort 1:* **SY 2024-25;** *Cohort 2:* **SY 2025-26] (Group 2).** Group 2 includes all 4th and 5th grade students who were enrolled in the study schools listed above at any point during [*Cohort 1:* SY 2024-25; *Cohort 2:* SY 2025-26]

and *who are not in Group 1*. These students are new to the study, and we have not yet requested any data for these students. Group 2 includes:

- 4th grade students in [*Cohort 1:* SY 2024-25; *Cohort 2:* SY 2025-26] *who are new to the study schools* (that is, they are transfer students who were not enrolled in a study school in [*Cohort 1:* SY 2023-24; *Cohort 2:* SY 2024-25])
- 5th grade students in [*Cohort 1:* SY 2024-25; *Cohort 2:* SY 2025-26] *who are new to the study schools* (that is, they are transfer students who were not enrolled in a study school in [*Cohort 1:* SY 2023-24; *Cohort 2:* SY 2024-25])

**Figure 1** summarizes which students are in Group 1 and which students are in Group 2.

**Figure 1. Students in Group 1 (returning to the study)
and Group 2 (new to the study), by Grade Level
in [*Cohort 1:* SY 2024-25; *Cohort 2:* SY 2025-26]**
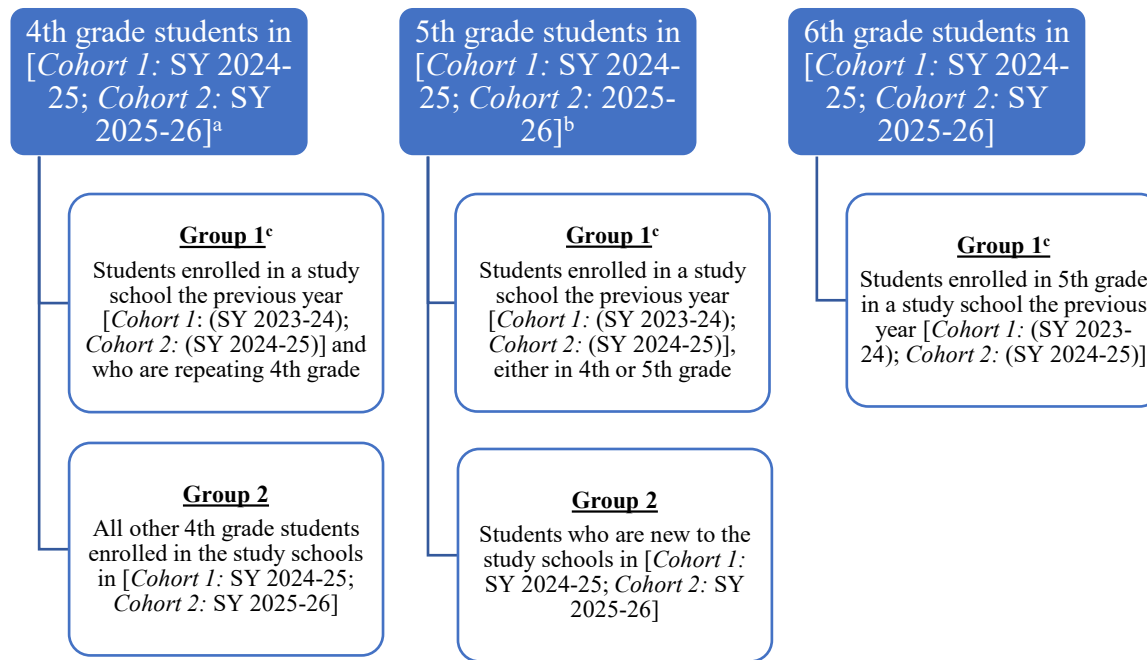


Notes:

[a] Most of these 4th grade students are in Group 2 (new to the study).

[b] Most of these 5th grade students are in Group 1 (*not* new to the study).

[c] In [*Cohort 1:* SY 2024-25; *Cohort 2:* SY 2025-26], Group 1 students could still be enrolled in a study school OR enrolled in a non-study school in the district.

*Additional text for districts that require a parental consent process:*

Like last year, we are requesting data only for **students whose parents/guardians have consented to the release of their child's records.**

- Group 1: Last year, we provided you with a list of the students in Group 1 whose parents/guardians gave permission to release their child's records to the ReSolve Math study team, as well as copies of their signed consent forms. You shared data for these students with our team last year for our first data request. [*For districts that can provide de-identified data*: These students are also in the internal roster we had asked you to save.]

- Group 2: [Name, position] will provide you with a list of students in Group 2 whose parents/guardians have agreed to the release of their child's data, as well as copies of the signed consent forms. **Please provide data only for the students on this list.**

## School Years and Fields Requested

The study team is limiting our request to only the data that are necessary to conduct a high-quality evaluation. To this end, we are requesting four types of information for each student in the sample:

- **Students' assessment and course data:** We are requesting these data because a key goal of the study is to examine the effect of digital math products on students' test scores and course performance, and to compare the effect of different instructional approaches used by the products on these outcomes.

- **Students' characteristics (demographics, special education status):** We are requesting this information so that we can describe the population of students in the study and compare the characteristics of students in schools that were and were not assigned to use the digital math products, as well as the characteristics of students that received different instructional approaches from these products. These variables will also be important in our analysis of student outcomes because they will serve as control variables that will improve the precision of our findings.

- **Students' school enrollment, attendance, and product usage data:** Students who use digital math products more often are expected to benefit the most from them. Therefore, we are requesting school enrollment and attendance information to describe to what extent students were present at the school to receive the products. Similarly, we are requesting data about product usage to describe how often and in what ways students interacted with the products. This information will help us understand how well implemented the products were, which is critical to understanding why effects on outcomes were or were not observed.

- **Data for linking across files:** Finally, we are requesting information about students that will allow us to link the data from students across different files. This linking will allow us to identify the students that are in the study and to measure their characteristics and their outcomes across different school years.

**Table 1** lists the specific fields that we are requesting for each student in the sample.

- For students in Group 1, we are requesting these fields for [*Cohort 1:* **SY 2024-25**; *Cohort 2:* **SY 2025-26**]: Please note that some students in Group 1 may no longer be enrolled in a study school in [*Cohort 1:* SY 2024-25; *Cohort 2:* SY 2025-26]. *Please provide data for all students in Group 1 to the extent available, regardless of whether or not they were enrolled in a study school in [Cohort 1: SY 2024-25; Cohort 2: SY 2025-26].*

- For students in Group 2, we are requesting these fields for [*Cohort 1:* **SY 2023-24** and **SY 2024-25**; *Cohort 2:* **SY 2024-25** and **SY 2025-26**]. Please note that some students in Group 2 may not have been continuously enrolled in a study school in [*Cohort 1:* SY 2023-24 or SY 2024-25; *Cohort 2:* SY 2024-25 or SY 2025-26]. *Please provide data for all students in Group 2 to the extent available, regardless of whether or not they were continuously enrolled in a study school in these school years.*

**Table 1. Requested Fields**

| Data Type | Fields |
|---|---|
| Data for linking across files and school years [if district is providing de-identified records] | Student's research ID (created by the district) |
| | Student's random assignment ID (provided by the product vendors) |
| | School year |
| Data for linking across files and school years [if district is providing identified records] | Student ID |
| | Student name |
| | Student date of birth |
| | School year |
| School of enrollment | School of enrollment in the fall |
| | School of enrollment in the spring |
| | Date of enrollment (if available) (month and year) |
| | Unenrolled (exit) date (month and year) |
| Demographics and special status | Gender |
| | Grade level |
| | Month and year of birth (if not already provided in linking data above) |
| | Race/Ethnicity |
| | Free/reduced price lunch eligibility |
| | Socioeconomic disadvantage or poverty indicator (if your district has universal free lunch and/or you use an alternate indicator of socioeconomic disadvantage) |
| | Special education status |
| | Individualized education plan (IEP)/504 status |
| | English Language Learner status/classification |
| Attendance | Total days absent |
| | Total days present |
| [State test name] | Math scaled score |
| | Math proficiency level (Minimal, Basic, Pass, Proficient, Advanced) |

| Data Type | Fields |
|---|---|
| | Reading/English Language Arts scaled score |
| | Reading/English Language Arts proficiency level (Minimal, Basic, Pass, Proficient, Advanced) |
| [Name of district's math formative test(s), at beginning, middle and end of year (BOY, MOY, EOY) | Math scaled score (BOY, MOY, EOY) |
| | Math proficiency level (BOY, MOY, EOY) |
| Grades in math | Course name |
| | Final Grade/Mark Earned (including pass/fail, if relevant) |
| Data about use of [digital math product name] | [Specific fields will be tailored based on which product(s) the district is using, but will include fields such as: amount of time the student was logged in to the product, number of lessons and activities completed by the student, number of times the student was assessed] |

## Data File Format

*Text for districts that can provide de-identified data*:

Like in our first data request, we are requesting **de-identified** student-level data files with no direct personally identifiable information (PII) about students.

However, each data file should include:

- A **student research ID** created by the district, so that we can link the data for each student across files.

  - For students in Group 1, please use the same research ID as in the first data request, so that we can link students' data across school years. *Students' research ID can be found in the internal roster that we had asked you to create for our first data request.*

  - For students in Group 2, *please create an internal roster that includes students' names (and other direct identifiers like date of birth) and their research ID, for possible future data requests.*

  - *Please save the internal rosters for Group 1 and Group 2, because we plan to request data for these students in the future. Do not share these internal rosters with MDRC.*

- A **random assignment ID** created by the digital product vendor ([name of vendor and product selected by the district]). For the study, students in schools using the product were randomly assigned to two instructional approaches delivered by the digital product. [name, position] at [product vendor] will provide you with a list of the students who were

randomly assigned, and their random assignment ID created for the study. Please include each student's random assignment ID in the files shared with MDRC.[3]

The data can be shared with MDRC as multiple data files in the format that the district prefers (.csv, Excel, etc.).

_Alternate text for districts that prefer to provide identified data_:

Like in our first data request, we are requesting student-level data files. Each of the data files should include the **student's ID and their name and date of birth** to allow us to link the data for each student across files.[4]

The data can be shared with MDRC as multiple data files in the format that the district prefers (.csv, Excel, etc.).

# Data Sharing

_Text for a district that is not using a parent consent process (transfer of data is from district to MDRC only):_

MDRC uses Box to securely transfer files. We will set up a Box folder for the transfer of data files between your district and MDRC. We will email you a link to the Box folder that you will be able to use to securely upload the data files to the Box folder once they are ready.

_Text for a district that has a parental consent process (transfer of data happens in two directions, because MDRC will also need to provide information to districts):_

MDRC uses Box to securely transfer files. We will set up a Box folder for the transfer of data between your district and MDRC. You will be able to use the Box folder to share the data files with us once they are ready. MDRC will also use this folder to share the list of students whose parents have agreed to the release of student records.

To access the shared folder, you will need to register for a Box account. You'll receive an invitation to register for a Box account from [noreply@box.com](mailto:noreply@box.com), and you'll then be able to register for an account.

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[3] To protect student confidentiality as part of the research study, MDRC does not have information on student names (or other direct identifiers). Only the product vendors have this information as part of their agreement with the district to provide the product to students.

[4] MDRC uses strict data security practices to protect the privacy of all information we collect. After receiving the data files form the district, we will remove students' name and personal identifiers from the data and replace these identifiers with an anonymized research ID. The crosswalk that links students' personal identifiers to their research ID will be stored a separate, secure location, and access to this crosswalk will be restricted to members of the research team.

# Data Extraction Fee

If there is a fee for extracting data for the study, please let us know so that we can set up a payment.

# Expected Delivery Date

As discussed on our call, the data should be provided to us by [date].

> Please contact us if you have any questions about this data request or if you would like to discuss it further. [Data manager name] contact information is [email] and [project director name] contact information is [email]