

AIMSWEB

Instructions for Completion of the Data Release Form

This form will allow the North Dakota Department of Public Instruction to pull data directly from the assessment vendor for inclusion in the State Longitudinal Data System. The district does not surrender any rights to the data and will continue to have district level access to the data from the vendor.

To complete the form:

1. Enter the Date
2. Enter the Public School District's name
3. In the signature block, enter:
 - a. Enter the name of the District Representative (this person **must** be on the AIMSWeb account, in some cases, it is not the Superintendent)
 - b. The title of the District Representative
 - c. AIMSWeb Customer ID (this is the account you use to access the AIMSWeb data, if you don't know what your AIMSWeb Customer ID is, please contact AIMSWeb)
4. Enter the date the form was signed
5. Sign

Once signed, you can either:

1. Scan and email to Jane Hovda at jane.hovda@k12.nd.us
2. Fax to Jane Hovda at 701-282-9302

If you have any questions about this form or the SLDS project please contact:

Jane Hovda, PowerSchool Manager
701-793-5619
Jane.hovda@k12.nd.us

**Data Release Agreement – AIMSweb Assessment Data
Export Data File**

To: Operational Support Team – AIMSweb
NCS Pearson, Inc. ("Pearson")

Date: _____

1. This data release agreement is entered into by _____ **Public School District** (hereinafter "*District*").
2. The above name District hereby grants permission to and directs Pearson to provide any and all of our District's AIMSweb data, including, but not limited to, the student level AIMSweb extract, to the **North Dakota State Longitudinal Data System** _____. The data will be provided through an export data file that includes data on multiple levels including district level, school level, class level, and individual student level.
3. This grant of permission is a grant to the **North Dakota State Longitudinal Data System** _____ of the right to access the export data file including any and all information gathered from the District by AIMSweb and stored in the AIMSweb System, including student names and ID numbers, demographic information, AIMSweb scores, and outcome measure scores.
4. District will indemnify and hold Pearson, its employees, contractors, and agents, harmless from any and all loss, damage, injury, or liability arising directly out of this grant of permission, including failure to deliver any required information within the prescribed time period provided such delay is not due to AIMSweb; or the disclosure of user personally identifiable information or data of the District to the **North Dakota State Longitudinal Data System** _____ pursuant to this permission.
5. The undersigned represents that he or she is authorized to execute this instrument on behalf of the District identified in this authorization.

Sincerely,

Name, Title, and Customer Identification Number of *District* Representative

Date

Name:

Title:

Customer Identification Number:

Signature of *District* Representative