

PELSB Data Request Form

Please complete this form and email it to DataRequest.PELSB@state.mn.us. If you have questions about any of the data categories listed below, please review [PELSB's guidance on key terms](#).

- I have reviewed [PELSB's online reports](#) and was unable to locate the data I need.

Licensing Data

I am requesting licensing data and would like a spreadsheet sent to me that includes the following (please check all that apply):

- File folder number - **If you want data on a specific individual, please indicate which their file folder number here:** _____
- Name
- Birth date
- Mailing address
- Phone number
- Email Address
- Race/Ethnicity
- Gender
- Licensure area - **If you want data on a specific licensure area, please indicate which licensure area here:** _____ For help, please see the [Licensure-Assignment Table](#)
- License Type and License Scope - **If you want data on a specific tier or license type, please indicate which tier/type here:** _____
- License grade level
- Recommending institution
- License issue, renewal, and expiration dates
- Only unexpired licenses (license current)

Permissions Data

I am requesting permissions data and would like a spreadsheet sent to me that includes the following (please check all that apply):

- School Year - **If you want data from a specific school year, please indicate which school year here:** _____
- Name
- File folder number - **If you want data on a specific individual, please indicate which their file folder number here:** _____
- Name
- Birth date
- Mailing address
- Phone number
- Email Address
- Race/Ethnicity
- Gender
- District number and type - **If you want data on a specific district, please indicate which district here:** _____
- Permission Type - **If you want data on a specific permission type, please indicate which permission type here:** _____
- Licensure area - **If you want data on a specific licensure area, please indicate which licensure area here:** _____ For help, please see the [Licensure-Assignment Table](#)

District/Assignment Data

I am requesting district/assignment data and would like a spreadsheet sent to me that includes the following (please check all that apply):

- School Year - **If you want data from a specific school year, please indicate which school year here:** _____
- File folder number - **If you want data on a specific individual, please indicate which their file folder number here:** _____
- Name
- Race/Ethnicity (Note: race/ethnicity and gender data from STAR can only be shared publicly in aggregate)
- Gender
- Licensure area - **If you want data on a specific licensure area, please indicate which licensure area here:** _____ For help, please see the [Licensure-Assignment Table](#)
- License Type and License Scope - **If you want data on a specific tier or license type, please indicate which tier/type here:** _____
- License grade level
- License issue, renewal and expiration dates
- Only unexpired licenses (license current)
- Employer data (employment district/school/county) - **If you want data on a specific district or region, please indicate which district/region here:** _____
- Employment data (contract salary, contract days, employment status, full time/part time)
- Education level
- Years of experience
- Assignment code & description - **If you want data on a specific assignment area, please indicate which assignment area here:** _____ For help, please see the [Assignment-Licensure Table](#)
- Assignment location (district/school/region/county) - **If you want data on a specific district or region, please indicate which district/region here:** _____

There are additional options on the next page

- FTE
- Assignment grade level
- Assignment period (period length and periods per week)
- Teaching mode
- Certification code (shows if an individual was properly licensed for the assignment)

Ethics Data

I am requesting all public data on the following individual(s):

Name: _____

File Folder Number: _____

Name: _____

File Folder Number: _____

Name: _____

File Folder Number: _____

Additional comments: