

**AGREEMENT TO POLICIES AND PROCEDURES  
FOR UWM OFFICE OF CHARTER SCHOOLS RESEARCH STUDY**

This document has been developed to assist research staff in properly accessing and handling research data used at the University of Wisconsin-Milwaukee Office of Charter Schools. Research data, as it applies to this study, is defined as student and school data used in conjunction with the Office of Charter Schools. Research data is provided by the Office of Charter Schools for analysis by researchers selected for a study and/or developed and collected by researchers for the purpose of information gathering for data analysis.

**General- De-identified Data**

For the purpose of this study, any potential identifiers in the collected data including student names and social security numbers have been removed and there is no reasonable basis to believe that the remaining information could be used to identify a person.

**Recipient Responsibilities**

The limited data set will not be shared or used for any other purpose other than permitted. Only required data will be accessed by the research team who are participating in the project and are authorized to access the data. The data shall be accessed for legitimate purposes and only during the time the project is active.

**I UNDERSTAND THE ABOVE STATEMENTS. I ALSO UNDERSTAND THAT FAILURE TO FOLLOW THE GIVEN POLICIES AND PROCEDURES MAY LEAD TO DISCIPLINARY ACTION.**

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Signature

Printed Name

Date