

Data Request Application

The Joint Consortium for School Health and the Propel Centre for Population Health Impact at the University of Waterloo have taken great care to protect the identity of the participants and schools using the Healthy School Planner and to safeguard the confidentiality of the information that these participants and schools have provided. Submission of this application form indicates your request for an aggregate report for a school board/district. You will need approval from the superintendent* (or delegate) of the school board/district before submitting your request. When approved, a staff member from Propel will make arrangements for providing the report you have requested.

**If a superintendent is submitting the request, complete both sections on the second page with the same information.*

Instructions: This 2 page form can be completed electronically or printed and manually filled out.

Completing the form electronically: Fill out the form electronically (including electronic signature), save the form to your computer and email to the Propel project manager (email address below).

Completing the form manually: Print the form, fill out manually and then mail, fax or scan (to email) the form to the Propel project manager (address, fax number and email address below).

Request Made by:	
Name:	
Institution / Organization:	
Address:	
City:	
Province:	
Postal Code:	
Phone:	
Email:	
Purpose of Request:	
Please indicate what you intend to use this report for:	
Module(s) requested:	
<input type="checkbox"/> Foundational Module	<input type="checkbox"/> Healthy Eating Module
<input type="checkbox"/> Physical Activity Module	<input type="checkbox"/> Tobacco Use Module
	<input type="checkbox"/> Positive Mental Health Module
Secure location where reports will be stored:	
<input type="checkbox"/> Password protected file on computer	<input type="checkbox"/> Locked office (paper copies)
<input type="checkbox"/> Other (please specify):	
Date Range:	
Start Date:	End Date:

Data Use Agreement:

By requesting this aggregate report, you are agreeing to abide by the following conditions for use of data provided by the Healthy School Planner. A copy of this agreement must be signed by all those involved in using these reports.

- The data provided in this aggregate report are for research and policy/program planning purposes only. They reports may not be used for any other purposes without prior written approval from the school board / district.
- Any information that relates the particulars obtained from any individual person, school or school board / district cannot be disclosed. Any discovery of this information must be made known to the Propel Centre for Population Health Impact. Links among datasets that could identify individuals or schools are strictly prohibited.
- Use of these reports in the pursuit of any commercial or income-generating venture is strictly prohibited. As well, the distribution, sale, donation, transfer or exchange of any portion of these data to anyone else is expressly prohibited.
- Reports will reside only in the secure location identified on this application form.

Report Requester (s) Agreement to Data Use Terms:	
Name / Title:	Name / Title:
Signature:	Signature:
Date:	Date:

Approval from School Board / District:
Name:
School Board / District:
Phone:
Email:
Signature:

Please send completed application to:

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