

ELE Partner Data Access through GovQA

This quick reference provides step-by-step instructions for accessing GovQA and requesting Early Childhood data.

Overview	Data access will be through the SCDE GOVQA portal .
Submitting a Data Request	1. On the ed.sc.gov website, click Data & Reports in the top menu bar. 2. On the Data & Reports page, click Data-FOIA Requests. This will take you to the Public Records Request Center. 3. On the Public Records Request Center page, click Submit a Request 4. Select Submit a Research Data Request 5. On the Login page: a. If you have a Username and Password, enter those and click Submit b. If you do not, click the Create and Account button and go through that process. 6. The Request Details page will open. Enter the following fields for an Early Childhood data request so that it gets routed properly to the Early Learning Extension Data Governance Workgroup (ELE DGWG). Fields marked with an asterisk are required. a. Organization Type*: Although other options may seem more applicable, select Other b. Type of Data Requested*: Check the Other box c. Year(s) of Data Requesting*: Select one of the following choices. i. Current Year ii. Single Year (please specify in Data Request Description) iii. Multiple Years (please specify in Data Request Description) iv. Other (please specify in Data Request Description) d. Data Request Description*: i. Enter Early Childhood and Early Childhood data at the top of the Description box. ii. Then provide a clear description of your data request. It should contain requested data fields, level of analysis, and data year(s).



For example: “Early Childhood; Early Childhood data; I need head counts for Early Childhood agencies that provide education services in South Carolina in 2022-2024.”

- e. Public Benefit of this Research: Not required but might be helpful for the ELE DGWG in making their decision.
 - f. Preferred Completion Date*: Click the arrow and select on the calendar pop up
 - g. Aggregation Level:
 - i. State
 - ii. District
 - iii. School
 - iv. Other (please specify in Data Request Description)
 - h. District Level Type: for Early Childhood requests this should be left on the default.
 - i. No Choice (default)
 - ii. All Districts
 - iii. Specific School Districts (please specify below)
 - i. School Districts: Complete if Specific School Districts was selected under District Level Type
 - j. Desired Format of Data: Note: Records/data may not be available in the desired format.
 - i. No Choice
 - ii. Excel
 - iii. Word
 - iv. PDF
 - v. Other (please specify below)
 - k. Other Data Format: Complete if Other was selected under Desired Format of Data
7. Click Submit

Notes: