**oFFICE OF INSTITUTIONAL effectiveness & RESEARCH**

**Data Request FORM**

Please print and provide information for each question.

Today’s date: \_\_\_\_/\_\_\_/\_\_\_\_\_\_ Request needed by: \_\_\_/\_\_\_\_/\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_ Department: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL Address: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is the purpose of this request?

\_\_\_ Federal \_\_\_ State \_\_\_ Auditors \_\_\_ Institutional Use

2. What is your basic question?

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3. Information is needed for which semester(s)? (Example: fall 2003, spring 2004, etc.)

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4. Type of information needed? Be specific. (Example: Student ID, Name, Gender, GPA, etc.)

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5. Do you want the report restricted to specific students?

 (Example: Hispanic, Females, Graduate, etc.)

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6. How do you want your request sorted? (Example: Majors, Last Name, First Name, etc.)

Sort 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. In what format do you need information? \_\_\_ Excel \_ \_\_ Other

*Depending on our workload all data requests may take up to two-weeks to complete.*

*It may take longer to complete, if more information is required.*