



# DATA REQUEST FORM

**Instructions:** Please complete all sections of this Data Request Form. Upon completion, please submit the form to the Associate Dean of Institutional Effectiveness and Compliance. Requests will generally be answered within one week, depending on the complexity of the request. All requests must adhere to guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). Please give as much notice as possible when requesting data. You will be contacted within one business day to confirm receipt of your form.

Date Submitted \_\_\_\_\_

Name \_\_\_\_\_

Title: \_\_\_\_\_ Dept.: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date required: (please allow 2 weeks from the date of submission): \_\_\_\_\_

If needed in less than 2 weeks, please provide reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Request Type:  New Report  Modify Existing Report  Reference Existing Report

The specific purpose of the request (This will help us provide the appropriate data): \_\_\_\_\_

\_\_\_\_\_  
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