

**OFFICE OF INSTITUTIONAL EFFECTIVENESS & RESEARCH  
DATA REQUEST FORM**

Please complete and email to OIER staff.

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?

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

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

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

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

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

What are the consequences of not receiving your data by the requested due date?

*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.*